



**Leading
Roles**

› Executive › Management › Professional

Information Pack for the role of Regional Road Safety Officer

Toowoomba Regional Council



**TOOWOOMBA
REGION**

Closing date for Applications is Monday 28 January 2019 at 5pm

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Toowoomba

THE POSITION OBJECTIVES AND KEY RESPONSIBILITIES

Toowoomba Regional Council is seeking an outgoing and engaging Regional Road Safety Officer. This varied role requires an Engineer, or Engineering power professional, who can deliver outcomes under the newly drafted strategy. The next 5-year strategy aligns with the safety system approach. The successful applicant will have a strong engineering background combined with community engagement experience.

This is an exciting role where your forward-thinking nature will assist with future road safety initiatives, in a growing region. A great chance to work within local government in a unique role. You will also be supported with a high level of data, research and statistics.

The successful applicant will be innovative, engaging and a real people person with excellent communication skills. This is a time challenging role with multiple events every year, averaging around 50 actions over the 5-year plan, as well as continuous community engagement and assistance with all road safety matters raised by the public.

Opportunities:

- Focus on engineering initiatives that Council can deliver for safer outcomes;
- Provide leadership in this area;
- Strong engagement with the community; and
- Provide expert engineering advice in a road safety context.

Responsibilities:

- Preparing Black Spot funding submissions to the federal government and assisting to manage the implementation of those for which funding approval is received;
- Planning, budgeting, scheduling, recording, evaluating and reporting for road safety strategies and action plans, including related programs and activities;
- Concentration on crash reduction in areas with higher than average statistics;
- Investigating and addressing road safety matters raised by members of the community; and
- Providing high level specialist advice and support relating to current and future road safety initiatives.

Qualifications:

- Tertiary Qualifications in a relevant discipline such as Engineering, Behavioural Sciences, Education, Marketing, Communications or Sciences, or a combination of qualifications, substantial experience and competence in the Road Safety field and related Traffic Engineering disciplines, sufficient to enable the incumbent to perform all aspects of the role;
- Possession of WH&S Competency Card for CPCCOHS1001A – Work Safely in the Construction Industry or 30215QLD – Course in General Safety Induction (Construction Industry), or a willingness to obtain this card before commencement; and
- Possession of a current unrestricted 'C' Class Driver's Licence.

The Toowoomba Region has a population of approximately 165,000 and is located within a 90-minute drive west of Brisbane. The region is forging new opportunities around the Surat Basin resource sector, education, health, transport and massive infrastructure investments. Toowoomba has twice been voted in the top 5 most family friendly cities in Australia.



Council is offering a competitive remuneration package as well as opportunities for professional satisfaction, growth and development.

The Toowoomba Region

The Toowoomba Region is about rich traditions and bold ambitions. Our long and proud agricultural history has evolved Toowoomba into Australia's second largest inland city supporting diverse townships in the council area and acting as a service centre for South West Queensland and North West New South Wales. The region is boldly forging new opportunities around the Surat Basin resource sector, education, health, transport and massive infrastructure investments. Growth hasn't come at the expense of liveability though, with Toowoomba twice voted in the top 5 most family friendly cities in Australia.

Working at Council - employee benefits

Council offers employees a wide range of attractive benefits including competitive wage/salary rates and remuneration packages, employment initiatives, generous leave provisions, access to facilities and services, corporate rates and memberships.

Further information about the role is included in the **Position Description** at Attachment 1.

With an annual spending budget of \$491 million, Toowoomba Regional Council employs a team of approximately 1,800 staff, dedicated and passionate about delivering excellent customer service to a regional population of 165,000. We recognise that our success depends upon attracting and retaining skilled and talented staff and offer a wide variety of interesting challenges and opportunities to develop your career.

Here are some links to further information:

The Mayor and Elected Leadership Team

<http://www.tr.qld.gov.au/about-council/councillors-meetings/introducing-councillors>

The Council Governance Team

<http://www.tr.qld.gov.au/about-council/council-governance/ceo-general-managers>

Projects underway in the region

<http://www.tr.qld.gov.au/our-region/major-projects>



THE TOOWOOMBA REGION

Toowoomba has a population of about 105,000, is situated approximately 700 metres above sea level on the edge of the Great Dividing Range and located 127kms or a 90 minute drive west of Brisbane.

Toowoomba Region is made up of one city and many towns and localities. Each area has its own unique history and stunning landscapes.



Wyreema

Cabarlah is located on the New England Highway between Toowoomba and Crows Nest. Specialty shops, cafés and restaurants are located along the highway, together with the Black Forest Hill Grandfather and Cuckoo Clock Centre that has an impressive collection of traditional cuckoo clocks.

Cambooya is the heart of Steele Rudd Country and located south of Toowoomba. Australian author Arthur Hoey Davis, who wrote under the pen-name 'Steele Rudd' spent much of his childhood on his family's small block at Emu Creek near East Greenmount. Steele Rudd is best known for creating the Australian characters Dad 'n' Dave.

A short distance south of Toowoomba, you will find the quintessential country town of Clifton. Located on the rail line halfway between Toowoomba and Warwick, Clifton offers 'acres of opportunity' at affordable prices. Clifton is a picturesque town, particularly when the sunflowers start to bloom on surrounding agricultural properties. A number of Australian films and television series have used Clifton as a background, with the most recent production being the Australian television series 'Wanted'. The classic streetscape of Clifton and its building facades have been used in a number of Australian movies including 'The Thornbirds'.

Cooyar is located on the New England Highway north of Crows Nest. The small town has a general store, community hall, primary school and post office. The suspension bridge in Swinging Bridge Park was rebuilt in 1988 after a devastating flood swept the previous bridge away. Swinging bridge park is located along the banks of Cooyar Creek, where platypus can sometimes be spotted. Cooyar's annual show features great country competitions.

Crows Nest offers an idyllic, safe and affordable country lifestyle, well suited to young families, retirees and first home buyers. Offering many amenities, a rich history, a vibrant art scene and boutique businesses, the town's community spirit is thriving. Its picturesque location, relaxed rural atmosphere, and natural attractions all make Crows Nest a very desirable place to live.



Trails

Goombungee has a population of about 800 and is located 35kms north of Toowoomba. It is nestled amongst the picturesque Darling Downs farming country and is famous for its magnificent jacaranda and silky oak trees. These beautiful trees form the backdrop of the local Jacaranda Day Festival held in early November. A desirable destination for 'day trippers' particularly at weekends when visitors experience country hospitality, antiques, art and gift shopping.

History of the Toowoomba region

Toowoomba's history can be traced back to 1816 when English botanist and explorer Allan Cunningham arrived in Australia from Brazil, where he had been searching for native trees and plant life that would be



suitable for the Australian climate. The Toowoomba region has had a vibrant and rich history with many notable historical areas and monuments paying tribute to this heritage.

Toowoomba's parks and gardens



Toowoomba is home to many beautiful parks and gardens. The Toowoomba Japanese Garden is the largest, most complex and traditionally designed Japanese Garden in Australia. It was named Ju Raku En by the designer - roughly translated it means long life and happiness in a public garden.

The meticulously tended Queens Park is home to Toowoomba's Botanical Gardens. Sitting adjacent to the CBD, the park features stunning floral beds, wide open spaces and tree-lined paths. Queens Park is transformed every December with lights for the Christmas Wonderland. It is a focal point for many of the events associated with the annual Toowoomba Carnival of Flowers.

How to Apply

Please submit your application via the Leading Roles website: <https://www.leadingroles.com.au>.

Please upload:

- A covering letter addressing the *Position, its Opportunities and Challenges* section of this information pack.
- Your CV, preferably in Microsoft Word or PDF format.

Recruitment Process timeframes

<i>Application Period:</i>	Monday 7 – Monday 28 January 2019
<i>Closing date for Applications:</i>	5pm on Monday 28 January 2019
<i>Initial Assessment:</i>	28 January – 1 February
<i>Council Interviews:</i>	Week commencing 11 February 2019

**Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.*

Assessing Applications

Initial interviews

Leading Roles will review all applications received and identify suitable candidates to conduct initial interviews with. These interviews will be conducted by Leading Roles via an online web conference or by telephone.

We will assess your application against Council's Selection Criteria as detailed in the Position Description in these initial interviews.

Shortlisting and Council Interviews

Council will determine a shortlist of suitable candidates, and will arrange interviews with Council's interview panel, depending on candidate and council staff availability.

The interview panel will consist of 2 -3 members of council staff. Council may elect to include a non-voting panel member for assessment of technical competency.

Council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes.

Following selection of a preferred candidate Council may require a number of further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.

Privacy Information: *Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission or we are required by law.*



Toowoomba

CONTACT



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Carols, Toowoomba

POSITION DESCRIPTION

Regional Road Safety Officer – 2234 – Infrastructure Services Group

ABOUT COUNCIL

The Toowoomba region is about rich traditions and bold ambitions. Our long and proud agricultural history has evolved Toowoomba into Australia's second largest inland city supporting diverse townships in the council area and acting as a service centre for South West Qld and North West NSW. The region is boldly forging new opportunities around the Surat Basin resource sector, education, health, transport and massive infrastructure investments. Growth hasn't come at the expense of liveability though, with Toowoomba twice voted in the top 5 most family friendly cities in Australia.

Toowoomba Regional Council services a regional population of 166,500 and employs a team of approximately 1,800 staff, dedicated and passionate about delivering excellent customer service to the community, residents and visitors throughout the region. We recognise that our success depends upon attracting and retaining skilled and talented staff and offer a wide variety of interesting challenges and opportunities to develop your career.

OUR VALUES AND BEHAVIOURS

The Toowoomba Regional Council is a vibrant, inclusive, environmentally rich and prosperous region that embraces the future while respecting the past.



To view our Organisational Values and Behaviours in more detail, click [here](#).

POSITION DETAILS

Position Title and Number:	Regional Road Safety Officer (2234)
Group:	Infrastructure Services Group
Branch:	Transport and Drainage Planning
Section:	Road Operations
Current Location:	Toowoomba
Status:	Full Time (Permanent)
Award:	Queensland Local Government Industry (Stream A) Award - State 2017
Classification:	Level 7
Job Family:	Technical Officer: Other
Date last reviewed:	September 2018

POSITION OBJECTIVE – WHAT YOU WILL DO

The Regional Road Safety Officer position will be responsible for preparing, developing and implementing a regional road safety strategy and action plan for Council and investigating, recommending, implementing and effectively managing road safety and traffic engineering projects to meet corporate objectives.

This position will work under limited direction.

POSITION RESPONSIBILITIES – THE WORK YOU WILL DO

1. Road safety planning and policy development in Council and for development, coordination and implementation of regional road safety strategies and action plans.
2. Planning, budgeting, scheduling, recording, evaluating and reporting for road safety strategies and action plans, including related programs and activities, for further program development and accountability.
3. Preparing Black Spot funding submissions to the federal government and assisting to manage the implementation of those for which funding approval is received. Additionally, this role is responsible for pursuing financial support and other resources for road safety programs and promotions through grants and local sponsorship.
4. Developing and maintaining appropriate contacts and networks, including facilitating Council's Regional Road Safety Strategic and Action Plan, fostering existing partnerships and encouraging wider community ownership and participation in road safety issues. Working with community networks to facilitate the resourcing, development and implementation of local road safety programs and promotions.
5. Liaising with local and state government agencies and peak representative bodies, media and educational establishments in order to develop a platform for delivering road safety messages.
6. Investigating and addressing road safety matters raised by members of the community and developing high level briefings and presentations when requested.
7. Providing high level specialist advice and support relating to current and future road safety initiatives as well as producing detailed reports by collating, analysing and making appropriate recommendations regarding technical information.
8. Ensuring all work is performed to meet safety legislative requirements and responsibilities of Council. This includes complying with all workplace instructions and procedures, using protective equipment provided and not placing any peoples' safety at risk by your actions.
9. Working in accordance with the approved quality and environmental procedures and policies for your work area.

POSITION SUCCESS CRITERIA – WHAT YOU ARE REQUIRED TO HAVE

1. Qualification(s), training and/or experience, specific to the role:

Essential Qualifications

- Tertiary Qualifications in a relevant discipline such as Engineering, Behavioural Sciences, Education, Marketing, Communications or Sciences, or a combination of qualifications, substantial experience and competence in the Road Safety field and related Traffic Engineering disciplines, sufficient to enable the incumbent to perform all aspects of the role.
- Possession of WH&S Competency Card for CPCCOHS1001A – Work Safely in the Construction Industry or 30215QLD – Course in General Safety Induction (Construction Industry), or a willingness to obtain this card before commencement.
- Possession of a current unrestricted 'C' Class Driver's Licence.

Desirable Qualifications

- Registration with the Queensland Department of Transport and Main Roads as a Senior Road Safety Auditor.
- Possession of a current Manual of Uniform Traffic Control Devices Traffic Management Design Competency.

2. Technical Skills/Knowledge

- Demonstrated ability to plan and establish road safety strategies and action plans, and prepare and manage budgets for road safety strategies, projects and activities. This includes the ability to evaluate and report on road safety strategies and action plans relating to program development and accountability.
- Demonstrated skills in the operation of computer applications, and demonstrated ability to research, manage information, analyse statistical data and apply the findings.

3. Interpersonal and Communication Skills

- High level written and oral communication, negotiation and conflict resolution skills, including a demonstrated ability to provide high level specialist road safety advice to Councilors and Council staff at all levels, and an ability to lead, train and educate people of varying ages and diverse backgrounds.

4. Customer Service Skills

- Excellent customer service skills, with the ability to provide accurate timely advice in a helpful and supportive manner and negotiate agreed outcomes and actions with internal and external stakeholders.

5. Organisational Skills

- Excellent organisational skills, including the ability to contribute to management decisions and undertake a range of road safety functions for which operational policies, practices and guidelines may need to be developed.

6. Commitment to Council's Organisational Value and Behaviour:

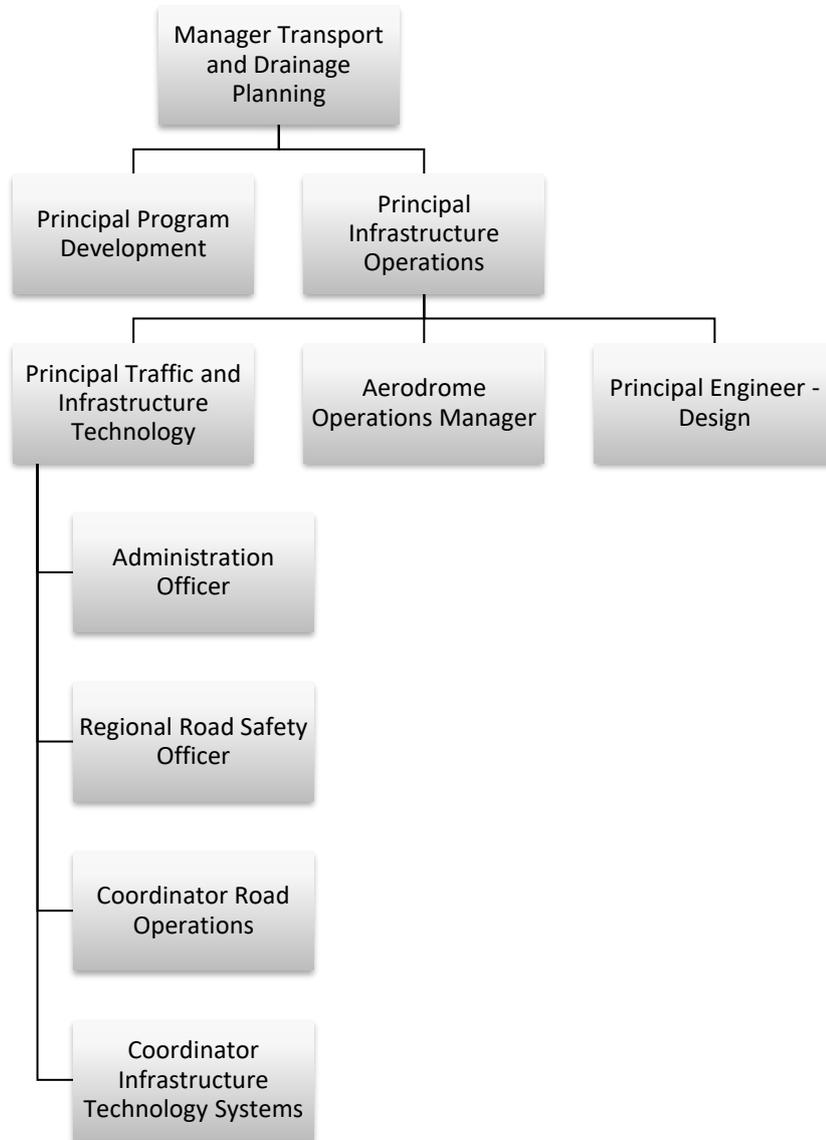
- Collaboration and Teamwork

CORPORATE REQUIREMENTS

- Commitment to agreed Toowoomba Regional Council (TRC) Values and Behaviours and Code of Conduct.
- Adherence with all relevant TRC policies and procedures, Enterprise Bargaining Agreement(s), your contract of employment and relevant legislation, including the *Local Government Act 2009* and *Work Health and Safety Act 2011*.
- Commitment to the obligations and responsibilities outlined in the '[WHS Obligations and Responsibility Statement](#)' relevant to this position.
- Compliance with all relevant and necessary pre-employment checks, including Medical Assessments, Criminal History Checks and Working with Children Checks.

- Provide a professional level of customer service to all relevant stakeholders in line with '[Council's Customer Experience Policy](#)'.

ORGANISATIONAL CHART AND DELEGATIONS



APPROVAL

Manager Name	Signature of Manager	Date
Employee Name	Signature of Employee	Date

