



**Temora Shire Council**  
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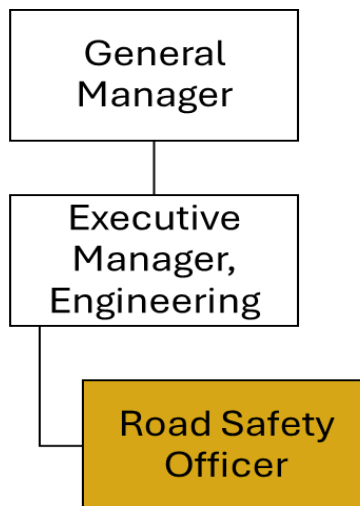
**Position Description & Specification**  
**Road Safety Officer**  
**Bland, Junee, Coolamon & Temora Shires**  
**DOC-BUS-HRPD-111**

*Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect the organisational requirements at any time.*

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POSITION:	Road Safety Officer (RSO)
SECTION:	Engineering
SUPERVISOR:	Engineering Works Manager
ENTRY LEVEL CLASSIFICATION:	Grade 7 / 8 <ul style="list-style-type: none"><li>• Temora Shire Council Salary System and Local Government (State) Award 2023</li></ul>
HOURS OF WORK:	70 Hours per fortnight

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**KEY RESPONSIBILITIES:**

- Facilitation of the Local Government Road Safety Program across Bland, Coolamon, Junee and Temora Shires in accordance with Transport for NSW requirements and guidelines
- Development and implementation of council road safety action plans and programs, along with input into other council plans
- Research, develop and delivery of road safety programs relating to behavior, social and technical aspects, with an innovative and modern approach
- Consultation with community and stakeholders through meetings, workshops, training, presentations, and other communication methods
- General reporting, monitoring, evaluation, and project/budget estimates
- Customer request management and service delivery

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## POSITION OVERVIEW:

Transport for NSW are committed to working in partnership with local government, the community and stakeholders to deliver the practical road safety initiatives identified in the Road Safety Plan.

The plan is underpinned by the Safe System approach to improving road safety. This approach takes a holistic view of the road transport system and the interactions among the key components of that system – the road user, the roads and roadsides, the vehicle and travel speeds. It recognises that all components of the system have a role to play in helping to keep road users safe.

The Local Government Road Safety Program (LGRSP) aims to assist NSW councils to reduce the likelihood of death and injury from road trauma in their local community. Local councils are well placed to plan, implement and deliver locally relevant road safety strategies.

The RSO has a wide role encompassing not only behavioural road safety education, but also influencing the construction of infrastructure to improve the safety of road users. Within councils, RSOs work across engineering, community services, planning, communications, and customer service areas and provide links to community stakeholders, community groups, local health, Police officers and local businesses, all of whom contribute to road safety over the long term.

Note that the initial duty of this position will be to develop, in conjunction with the member Councils, an agreed Road Safety Action Plan, which will guide the activities of the position.

The RSO is expected to be committed to ongoing professional development and training, required to accomplish essential qualifications and experience necessary.

## POSITION OBJECTIVES:

- Facilitation of the Local Government Road Safety Program in Council, fostering existing partnerships and encouraging wider community ownership and participation in road safety issues.
- The development and implementation of each Councils Road Safety Action Plans
- Application of the Local Government Road Safety Program Guidelines.
- Contribution to state-wide and regional road safety.
- Consultation with the local community (inc. council colleagues, service providers, local stakeholders, businesses, groups and individuals) to develop and deliver road safety projects using the Safe Systems approach to road safety.
- Consultation with local and state government agencies and peak representative bodies, the media and educational establishments in order to develop a platform for delivering road safety messages and outcomes.
- Meeting reporting, monitoring, evaluation and budget management requirements according to the Program Funding Agreement between the program partners, Council (the employer) and Transport for NSW (funder).
- Attend to Council road safety matters as required

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## DETAILED POSITION REQUIREMENTS

### Key Tasks

- Contribute to improved road safety outcomes in each local government area
- Prepare and Implement a Local Road Safety Action Plan for council
- Inform and update applicable Manager/Director in each council of works carried out and status of program objectives
- Supervision and coordination of Contractors and Volunteers
- Accountability for delivery and quality assurance of Road Safety Program
- Assist with the resolution of complaints and enquiries from the public
- Participate as a team member in the operations department of Council to focus on and achieve the objectives/strategies set out in Councils Management Plan
- Participate in meetings as requested by the General Manager or Engineering Works Manager
- Provide information to Executive Management staff as requested
- Maintain close liaison with relevant statutory authorities, other organizations and service providers as appropriate
- Apply available guidelines to design, promote, implement, monitor and evaluate community programs in line with funded program objectives
- Participate and contribute to internal committee's or external organizations as agreed
- Provide reports to Council and Committees as appropriate
- Demonstrate and implement commitment to Council initiatives as an integral part of a team under the direction of the Engineering Works Manager.
- Demonstrate commitment to ensuring that Temora Shire Council achieves continuously improving performance through a quality service approach
- Liaise with Engineering Works Manager for provision of additional resources in times of high workload or for specialized projects
- Assist in preparing estimates of costs for projects and future budget estimates
- Undertake onsite inspections

### General

- Report any vehicle defects, suspected faults or breakdown to Plant Manager
- Complete necessary documentation including, leave forms, etc.
- Work unsupervised
- Ensure maintenance of work vehicle is carried out, including booking services at required service intervals with councils Plant Manager

### Safety

- Ensure compliance with WHS and Work Cover requirements, along with councils policies and procedures
- Liaise with councils Enterprise Risk Manager to report any incidents, accidents or possible public liability claims
- Compliance with Council protective clothing policy (PPE) when out of the office for site inspection Eg Hi-vis

### Training

- Consult with Engineering Works Manager and General Manager regarding training requirements
- Undertake training needed to fulfill position requirements
- Deliver training and presentations to community groups or stakeholders as required to effectively deliver the road safety program

### Physical Capabilities

- Perform lifting, push/pull, frequent bending, reaching/stretching, squatting and repetitive lifting.

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- Drive distances up to 300km per day in accordance with company driving and fatigue management guidelines.

**SELECTION CRITERIA:**

1. Tertiary Qualifications in a related discipline will be highly regarded. Alternatively extensive relevant experience is required.
2. Excellent communication and report writing skills , to consult and network with a range of diverse stakeholders including key agencies, senior management, community groups, local businesses and others to identify local road safety needs.
3. Ability to effectively work independently and in a team environment with minimal supervision and the ability to work flexible hours as required.
4. Ability to undertake research and analyse statistics and to use computer applications including word processing and spreadsheets.
5. Ability to undertake the physical aspects of the position including placement of Variable Message Board, erection of temporary signage and other duties
6. Proficiency in the use of social media as a primary means of disseminating information and providing a conduit to the community
7. Current Driver Licence.

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