

## Position Description

<b>POSITION TITLE:</b>	Community Engagement Officer (Road Safety)
<b>DEPARTMENT:</b>	Engineering
<b>SECTION:</b>	Technical Services
<b>CLASSIFICATION:</b>	Band 3 Level 2 Grade 13
<b>REPORTS TO:</b>	Manager Technical Services
<b>DATE OF LAST REVIEW:</b>	15 April 2025

### PURPOSE OF THE POSITION

This position works 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.

Transport for NSW (TfNSW) is 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 2026. 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.

Most councils participating in the LGRSP employ a Road Safety Officer whose role reflects the Safe System. It encompasses not only behavioural road safety education, but also influencing other areas of Council responsibility such as the design and construction of infrastructure to improve the safety of road users.

Additionally, this position responds to road safety and traffic related enquiries, undertakes the delivery of road safety related surveys, investigations, design and delivery of road safety related capital projects.

### SELECTION CRITERIA

#### Essential

1. Relevant degree level qualifications and/or equivalent experience in community engagement, education, and/or communications
2. Proven ability to consult, network, and identify local road safety needs with key agencies and stakeholders.
3. Experience in designing, implementing, and evaluating community programs aligned with funding objectives.
4. Strong written and verbal communication skills, with the ability to engage and influence diverse audiences
5. Ability to represent Council in various forums and collaborate with a broad range of stakeholders
6. Ability to work both independently and in a team environment with minimal supervision
7. Willing and able to work flexible hours as required
8. Current driver licence

## Desirable

9. Knowledge of Australian Standards and Aust Roads Engineering Guidelines related to Traffic Engineering and/or Road Safety
10. Understanding of the principles of engineering design and construction techniques relating to roads and transport assets within local government
11. Experience using social media platforms for community engagement

## KEY RESPONSIBILITIES

- Plan, develop and implement evidence based local road safety projects as agreed with TfNSW and as per the LGRSP Guidelines.
- Facilitate the Local Government Road Safety Program in Council, fostering existing partnerships and encouraging wider and ongoing community ownership and participation in road safety issues
- Develop and implement Nambucca Valley Council Local Road Safety Action Plans.
- Ensure application of and program alignment with the Local Government Road Safety Program Guidelines.
- Consult with the local community (including service providers, local stakeholders, businesses, groups and individuals) to develop and deliver road safety projects using the Safe System approach to road safety.
- Arrange the adoption of the Road Safety and Your Work Guide by Council and promote the guide to local organisations.
- Consult and collaborate 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.
- Meet reporting, monitoring, evaluation and budget management requirements according to the Program Funding Agreement between the program partners, Nambucca Valley Council (the employer) and Transport for NSW (funder).
- Assist with grant submissions relating to Road Safety upgrades and remediation through to delivery of road safety projects.
- Assist with general administration of the Local Traffic Committee.
- Investigate and respond to driver behaviour and road safety service requests.
- Produce content for and ensure Council's external communication channels are up to date with road safety information.
- Provide input into funding applications (black spot projects, Get NSW Active etc)
- Produce traffic safety content for Council's website, including road event notices, wildlife, black spot projects etc.
- Conduct general investigation and response to driver behaviour and road safety type service requests.

## OTHER KEY CORPORATE RESPONSIBILITIES

Work Health and Safety	<ul style="list-style-type: none"><li>• Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm</li><li>• Participate in development of safe work methods and risk assessments with your supervisor when required;</li><li>• Actively participate in WHS inductions and training when required;</li><li>• Wear personal protective equipment (PPE) in the prescribed manner and when specified;</li><li>• Participate in workplace inspections if required;</li><li>• Take care of any plant or equipment of any kind, including computer and other telecommunication devices;</li><li>• Participate in emergency preparedness training, including any required knowledge for business continuity plans</li><li>• Report all hazards, near misses and damage to Nambucca Valley Council's property to the General Manager (or delegate).</li><li>• Where required for the position, either by legislation or through Nambucca Valley Council's policies and procedures, maintain all certificates, licences, operative training etc, and advise the General Manager (or delegate) of any change to these, including vehicle licences.</li><li>• Report all injuries/illnesses to the General Manager (or delegate) immediately;</li><li>• If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.</li><li>• Report any potential public liability and professional indemnity exposures in your workplace to the General Manager (or delegate).</li></ul>
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Council's Policies and Procedures	Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed.
Customer Service	Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.
Equal Employment Opportunity	Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.
Ethical Conduct	Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.
Environmental Protection	Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.
Statutory Obligations	Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.
Records Management	Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
Teamwork	Support and promote teamwork through co-operation and communication.

#### OUTPUT MEASURES

- Contribution to state-wide and regional road safety.
- Operations procedures are up to date and comply with regulations.
- Enquiries, reports, investigations and correspondence are acted upon within an acceptable time.
- Tasks and projects are completed on time, within budget and in accordance with the required standard.
- Asset plans and annual reports are completed to the required standard.
- Active participation in planning and recommending possible ways in which allocated tasks can be carried out more effectively and efficiently.
- A positive image of Council perceived in the workforce and community.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.
- Minimal duplication of duties.
- Efficient utilisation of resources.

#### COUNCIL VALUES

**Council is committed to creating a workplace where staff demonstrate the following values in our behaviour and conduct:**

Professionalism	Show drive and motivation, innovation, risk awareness, an awareness of strengths and weaknesses and a commitment to learning
Accountability	Take responsibility for own actions, act in line with legislation and policy and be open and honest
Community Focus	Commit to delivering customer and community focused services in line with strategic objectives
Teamwork	Be a respectful, inclusive and reliable team member, collaborate with others and value diversity
Safety	Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community
Value for money	Achieve results through efficient use of resources and a commitment to quality outcomes

## ACCEPTANCE

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Nambucca Valley Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: