Role Description
Transport Planner

Cluster	Transport
Agency	Sydney Metro
Division/Branch/Unit	Operations, Customer & Place-making / Customer and Service Planning
Location	680 George Street, Sydney and other site locations
Classification/Grade/Band	Grade 7
Role Number	Various
ANZSCO Code	232611
PCAT Code	1119192
Date of Approval	August 2019
Agency Website	www.sydneymetro.info

Agency overview

Sydney Metro is leading Australia's biggest public transport infrastructure program, developing and delivering a new world-class metro railway system for Sydney.

As a new NSW Government statutory authority, Sydney Metro has been tasked with developing and delivering metro railways, and managing their operations. Sydney Metro also leads the development of vibrant station precincts to meet customer and community needs, transforming the way Sydney travels and helping shape the future of Australia's largest city.

Primary purpose of the role

The primary objective of this role is to support Sydney Metro's Transport Planning team by providing high quality technical and strategic planning advice and inputs that contribute towards improved customer and community outcomes for NSW.

Key accountabilities

- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers
- Develop strategic multi-modal transport planning advice, data and evidence, assessments and supporting documentation to help inform and manage transport planning activities
- Collate, consolidate, analyse and review strategies and initiatives produced by state and local governments in order to drive Sydney Metro alignment with whole of government objectives
- Prepare draft planning documentation as required in line with deadlines, quality standards and user expectations
- Develop, implement and improve efficient, comprehensive monitoring and reporting systems to address Sydney Metro's interactions with key stakeholders

- Provide information, advice and options to support investment assurance processes and activities
- Ensure efficiency in the reporting and management of activities, programs and tasks assigned
- Collaborate in the preparation of critical transport documentation, including but not limited to strategies, EIS inputs, presentations, studies, traffic and transport assessments, with other members of Sydney Metro and other stakeholders

Key challenges

- Developing and managing key external stakeholder relationships and communications and negotiating agreed positions and solutions from conflicting and/or competing agendas.
- Ensuring high-quality transport planning advice, consolidated from a range of inputs, is consistently incorporated into Sydney Metro documentation and messaging.

Key relationships

Who	Why
Internal	
Senior Manager Transport Planning	• Provide regular updates on key projects, issues and priorities to support team deliverables and accountabilities • Support team deliverables and accountabilities with transport planning input and advice
Function and Work stream Team	• Communicate transport planning and integration inputs/information to relevant teams and seek feedback and inputs • Participate in discussions and decisions regarding implementation of innovation and best practice • Support work team in delivery of group accountabilities, including critical outputs as required
External	
Transport for NSW and other transport operating agencies	• Provide support in the delivery of transport planning solutions • Communicate Sydney Metro transport planning and integration inputs/information to relevant external teams and seek feedback and inputs
Department of Planning, Infrastructure and Environment (DPIE), Local Government authorities, Commonwealth agencies, State Government Transport cluster organisations and agencies, private sector transport organisations and providers, public and private sector transport providers	• Build collaborative working relationships • Assist managers in responding to concerns/queries relating to transport and Sydney Metro-specific matters

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Role dimensions

Decision making

The role operates with a high level of autonomy within the requirements of the agreed work plan objectives and establishes strategic operational priorities in consultation with the Manager. The position is expected to deliver assigned projects to the required quality on time and at or below budget and is fully accountable for the quality, integrity and accuracy of expert advice provided

Reporting line

The role will report to the Senior Manager, Transport Planning.

Sydney Metro operates under a matrix reporting model across functional and project implementation groups, or customer and product project based work streams.

Direct reports

The role has no direct reports

Budget/Expenditure

There is no budget/expenditure allocation for the role

Essential requirements

Tertiary qualification or equivalent experience in a relevant field such as urban planning, engineering or geography, with a transport focus

Up to date knowledge of transport planning issues, trends and best practice, and NSW Government's overall transport planning and land use planning objectives and initiatives

Working knowledge in the application and review of static and transport simulation modelling outputs to understand design and network based trends and outcomes, and significance of these outputs in real environments

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	**Adept**
	Manage Self	Intermediate
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Adept**
	Commit to Customer Service	**Intermediate**
	Work Collaboratively	**Intermediate**
	Influence and Negotiate	Intermediate
Results	**Deliver Results**	**Intermediate**
	Plan and Prioritise	Intermediate
	Think and Solve Problems	**Adept**
	Demonstrate Accountability	**Intermediate**
Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	**Adept**

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Act with Integrity	Adept	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Communicate Effectively	Adept	• Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where

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NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		necessary
		• Create opportunities for others to be heard
		• Actively listen to others and clarify own understanding
		• Write fluently in a range of styles and formats
Relationships Commit to Customer Service	Intermediate	• Support a culture of quality customer service in the organisation • Demonstrate a thorough knowledge of the services provided and relay to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Co-operate across work areas to improve outcomes for customers
Relationships Work Collaboratively	Intermediate	• Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Deliver Results	Intermediate	• Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Results Think and Solve Problems	Adept	• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Results Demonstrate Accountability	Intermediate	• Take responsibility and be accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about their application by self and others • Be alert to risks that might impact the completion of an activity and escalate these when identified • Use financial and other resources responsibly
Business Enablers	Adept	• Prepare clear project proposals and define scope and goals in measurable terms

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NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Project Management		• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects