



POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Transport Project Officer Level: 5
Faculty/Division: Facilities Management Division Department: Environment

Primary purpose of the position:

To provide efficient and effective support for transport related projects in conjunction with and as directed by the Senior Manager Transport Projects. In particular the collection, processing and distribution of transport data and literature; contract and purchasing administration; and the promotion of alternative transport modes to UOW Students and Staff through various avenues.

Position Environment:

This role supports the University's aims of making it easier and more attractive to use sustainable forms of transport; promoting alternatives to staff and students; and working to improve UOW and public infrastructure to better support all forms of transport for UOW commuters.

Major Responsibilities:

| Tasks | Percentage of time | Office Use Only |
|--|--------------------|-----------------|
| 1. Help coordinate transport related projects and surveys. | 15% | |
| 2. Assist students and staff with transport related queries, provide information to UOW commuters and support transport related user groups, | 15% | |
| 3. Help prepare timetables and transport literature for publication, and coordinate distribution of Transport Access Guides, etc. | 15% | |
| 4. Collect and report transport related statistics throughout the year | 15% | |
| 5. Run "Getting to UOW" stalls at Enrollment and Orientation events | 10% | |
| 6. Maintain the "Getting to UOW" and related UOW web pages | 10% | |
| 7. Coordinate annual events such as "Ride to Uni" day | 8% | |
| 8. Administer shuttle bus and other ongoing contracts | 5% | |
| 9. Liase with contacts in local and state government on transport related issues | 3% | |
| 10. Manage Bike Rack facilities across campus | 3% | |
| 11. Monitor & mentor on Parking Guidance System | 3% | |
| 12. Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document | Ongoing | |

Reporting Relationships:

Position Reports to: Senior Manager Transport Projects
This position does not supervise any other permanent positions

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Demonstrated capacity to exercise independence and initiative in planning, prioritising & organising work activities
- Well developed interpersonal skills including the ability to establish and sustain highly effective working relationships at all levels
- High level oral and written communication skills
- Strong problem solving and analytical skills, with the ability to communicate clear findings and recommendations
- Strong attention to detail
- Well developed time management skills, and an ability to meet deadlines
- Knowledge of records management principles and the ability to efficiently and effectively record and store documents and information
- Commitment to contributing to team goals

SELECTION CRITERIA - Education and Experience:

Essential:

- To have attained a degree or significant experience in a relevant discipline.
- Demonstrated experience in the use of Web based tools, Microsoft Word, Excel and related computer applications.

Highly desirable:

- Training and experience in relevant subjects including statistics, transport planning, public relations, project management and business management are favoured in this role.

Personal Attributes:

- A high level of initiative
- Demonstrated ability to be self-directed
- Good judgment and a commitment to maintaining confidentiality
- Work independently with limited supervision under pressure and to deadlines

Special Job Requirements:

- There will be occasions when the position is required to work outside normal business hours, to support project work.
- Care will be required and appropriate measures taken when working outdoors and near road traffic.

Organisational Chart:

An organisation chart will be attached.

Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____