

# Transport Assessment Officer (ASO3)



Government  
of South Australia  
Department for Infrastructure  
and Transport

## Role statement

<b>Organisational alignment</b>	Division:	Transport Strategy and Planning
	Directorate:	Transport Strategy and Network Planning
	Section:	Transport Assessment
<b>Reporting relationships</b>	Reports to:	Manager, Transport Assessment
	Direct reports:	Nil

## Role overview

The Transport Assessment Officer is responsible for assessing and providing advice and recommendations on access/road corridor management matters and development planning matters that interface with the transport network.

The role supports the delivery of a range of services including investigations, assessments, and preparation of reports and documentation relating to:

- development applications referred under the Planning Development and Infrastructure Act
- departmental interests in land under the Land & Business (Sale & Conveyancing) Act
- road opening and closing proposals
- proposals referred to the Department under other legislation
- surplus government property enquiries.

More broadly, the role contributes to key Divisional initiatives and strategies which supports the effectiveness and efficiency of the State's transport network.

Further information about the Department can be found at: <https://www.dit.sa.gov.au/about-us>

### Our values

We pride ourselves on applying these values to our day-to-day interactions and individual performance. They shape our approach to achieving our strategic agenda.



**Collaboration**

We work together as one team to serve our customers.



**Honesty**

We are honest, open and act with integrity.



**Excellence**

We commit to excellence in everything we do.



**Enjoyment**

We enjoy our work and recognise our success.



**Respect**

We respect, understand and value the people we serve.

## Key outcomes required of the role

- Assist with investigations, preparing reports with recommendations, maintaining records and systems based on legislative requirements including:
  - The Highways Act
  - Metropolitan Adelaide Road Widening Plan Act
  - Planning, Development & Infrastructure Act
  - Land & Business (Sale & Conveyancing) Act
  - Roads (Opening and Closing) Act
- Prepare written correspondence, advice and reports based on a sound understanding of relevant legislation and considering Departmental requirements.
- Ensure the standard and timeliness of work quality, service delivery and compliance with regulations, codes, and specifications meets departmental requirements.
- Liaise with internal and external stakeholders to progress and provide input into assigned programs, projects, systems and/or services
- Undertake analysis and research and collate information to support service delivery.
- Assist with the development and implementation of relevant policies, procedures and guidelines and processes.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with our values, legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.

## Special conditions attached to the role

- A National Police Check (NPC) is required prior to employment in the Department for Infrastructure and Transport which must be renewed every three years.
- Some out of hours and weekend work may be required.
- Some intra / interstate travel may be required.

## Educational qualifications / licenses

- Tertiary qualifications or relevant experience in conveyancing, land tenure, planning or similar fields will be highly regarded.
- Current driver's license
- Contemporary knowledge of transport, planning or land tenure management disciplines, issues, trends and directions is desirable.

## Technical capabilities

- Experience working within a legislative framework and interpreting legislative requirements.
- Expertise in the delivery of written correspondence, briefings and reports with recommendations.
- Proficient in the use of software, including databases and records management systems

## Person capabilities

[Our Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; personal attributes; building relationships; achieving results; leadership and growth; and performance enablers.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

### Stream 1: Team member

Stream 1 roles would typically consist of individual contributors and team members (indicative classifications include ASO1-3, GSE2, PO1, OPS1-3, TGO0-1, TRA, CMW3-7, M8-11, WBT3-6).

## Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- Sound knowledge and relevant skills and experience associated with the span of assigned functions including an understanding of transport, planning or land tenure management disciplines, legislation and regulations that impact on the functions of the role.
- Consistently manages high volumes of work, pay close attention to accuracy and detail and meet targets within deadlines.
- Ability to exercise analytical and research skills to evaluate information, provide advice and communications, and develop clear correspondence and reports that meet deadlines.
- Proven ability to work under general direction, independently or as part of a team, plan and organise activities, set priorities, use initiative and judgement in the interpretation of policies and procedures and achieve objectives within deadlines.
- Listens and responds to customers' needs using clear and concise communication, tact and diplomacy, and maintains a high degree of confidentiality.
- Shows respect for diverse backgrounds, experiences and perspectives including that of Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

## Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Acting Director, Transport Strategy and Network Planning

<b>People, Culture and Capability Use Only</b>	KNet ID: 23972835	ANZSCO code: <a href="#">Click or tap here to enter text.</a>	Position number: M36010
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