

# Employment Information Package



## Strategic Transport Advisor

**Position number:** POS1165

**Enquiries:**

**Name:** Steven Tanchik

**Position:** Team Leader Engineering

**Phone:** 03 6323 3059

**Email:** [steven.tanchik@launceston.tas.gov.au](mailto:steven.tanchik@launceston.tas.gov.au)

**Application closing date:** 5.00PM WEDNESDAY 29 APRIL 2026

📍 Town Hall  
18-28 St John Street  
Launceston TAS 7250

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 City of  
**LAUNCESTON**

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**Address applications to:**

Senior Leader People and Culture

City of Launceston

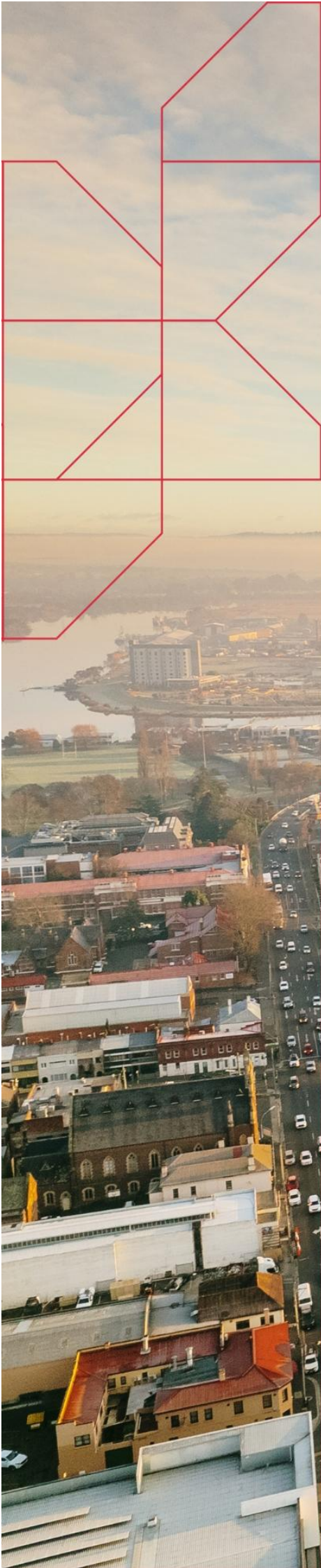
PO Box 396

LAUNCESTON TAS 7250

**Email address:** [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au)

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.





# About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

**Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.**

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

## **The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.**

**An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.**

### **Employee benefits offered by the City of Launceston include:**

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Leisure & Aquatic Centre.
- Discounts at the QVMAG Gift Shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances



# Organisational values

**At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.**

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application, please review our values and decide if they are a good fit for you.



## OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



## WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



## WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



## WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

# Information for applicants

**At the City of Launceston, diversity isn't just something we celebrate – it's key to our success.**

The most welcoming and innovative workplaces thrive because of diverse perspectives, backgrounds and experiences. That's why we welcome people of all identities, abilities, and cultures to be part of our team.

Even if you don't think you tick every box, we encourage you to have a go at telling us about yourself by addressing the selection criteria and apply. We're committed to creating an inclusive, flexible and supportive environment where everyone has the opportunity to succeed and contribute to something bigger – our community.

Join us and help shape a city that reflects the diversity, energy and potential of the people we serve.

**City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.**

Please read this information carefully, as it will help you with the preparation of your employment application.

**When applying for this position, you must provide the following documentation:**

1. Covering letter
2. Statement addressing the selection criteria (**highlighted criteria only**)
3. Resume

**The online Application for Employment can be [accessed here](#)** (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

**If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au), noting your preferred method of communication and contact details and a member of the team will be in touch.**

# Recruitment steps

## 1. Application received

## 2. Shortlisting

- Shortlisted applicants will be contacted by telephone or email to arrange an interview.
- Unsuccessful candidates will be advised by email.

## 3. Interview

## 4. Pre-Employment Checks:

- Reference Check
- Police Check
- Medical Assessment
- Drug and Alcohol screening

*All costs covered by City of Launceston*

## 5. Suitability determination and preferred candidate identified

## 6. Letter of Offer



# General conditions of employment

<b>Position title</b>	Strategic Transport Advisor
<b>Employment terms</b>	Permanent full time
<b>Working pattern</b>	19 day month
<b>Total remuneration</b>	\$133,040 to \$145,373 per annum* <i>*Total remuneration includes superannuation, as detailed below</i>
	<b>Base salary</b> \$115,436 to \$126,137
<b>Superannuation</b>	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

# Position Description

PF NUMBER:		POS NUMBER:	POS1165
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POSITION TITLE:	Strategic Transport Advisor
AWARD CLASSIFICATION:	Grade 7
EMPLOYEE:	
TEAM:	Engineering City Infrastructure Community Assets and Design
REPORTS TO:	Team Leader - Engineering
PREPARED BY:	Steven Tanchik
DATE:	31/03/2026

APPROVED BY:	
NAME:	Catherine Searle
POSITION:	Senior Leader City Infrastructure

POSITION PURPOSE (Why does this position exist)
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The role aims to plan, finalise, and execute transport infrastructure projects aligned with the City of Launceston's Strategic, Annual and 4 Year Delivery Plans. It focuses on reducing car dependency and creating a connected walking and active transportation network. This position will serve as the subject matter expert in Transport Planning, leading the development and implementation of key strategies for Launceston's transport network.

The role involves project management, planning, and collaboration with various stakeholders to deliver contemporary network infrastructure concepts like active transport, public transport, and walkability. Key objectives include achieving measurable outcomes, collaborating with consultants and government agencies to ensure projects are delivered on time, within budget, and to quality standards.

Keys tasks include:

- Plan and coordinate for the cohesive and future transport infrastructure needs of Launceston including Two Way Streets and City Heart Stage 2.
- Determine, specify and deliver active transport and traffic safety projects aligned to strategic and organizational priority facilitating a walkable and liveable community.
- Lead grant forward planning programs, encompassing scoping, application, delivery oversight and acquittal.
- Lead and development of key transport polices, guidelines, project scopes and specifications.

**City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values**

# OUR VALUES



## Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



## We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



## We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



## We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
<b>General</b>		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> <li>• Our people matter</li> <li>• We care about our community</li> <li>• We bring an open mind</li> <li>• We go home safe and well</li> </ul>	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across other teams.  Support delivery of the Team's strategic and annual plan actions.  Work with other teams as relevant to technical role accountabilities.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback  Collaborative opportunities are sought across teams
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
<b>Technical</b>		
Transport Strategy and Policy Management	<ul style="list-style-type: none"> <li>• Develop key strategic transport plans, prepare relevant detailed technical reports related to transport management policies and procedures.</li> <li>• Lead the implementation of all strategic transport plans.</li> </ul> Attend and present at relevant Committees, Council Workshop and Meetings.	Prepare and write high-standard policies and procedures.  Prepare and present presentations aligned with organisational priorities and contemporary principles and practices.
Program Development and Implementation	<ul style="list-style-type: none"> <li>• Develop and maintain comprehensive forward 4 year works program to create a liveable, healthy and connected community utilising data, cost &amp; safety benefit analysis and demonstrated safety system processes including alignment with asset renewal programs.</li> <li>• Determine project scopes, concepts, cost estimates in collaboration with relevant stakeholders identifying project timelines and risks.</li> <li>• Work with internal and external designers and consultants to formalise project concepts and</li> </ul>	Forward program is created, integrated with asset renewals and strategically aligned.  Effectively utilise data and advanced methods to substantiate and justify relevant programs.

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>develop engineering designs for tender and delivery.</p> <ul style="list-style-type: none"> <li>Maintain high levels of communication and transparently share programs across the organisation to ensure program can be seamlessly integrated into other programs and projects.</li> </ul> <p>Work with the leadership team to facilitate delivery of program with consideration of relevant budgets and other resourcing constraints.</p>	<p>Project documentation is thorough, detailing requirements and projects are delivered on time and in budget.</p> <p>Liaise with all stakeholders throughout all stages.</p> <p>Ensure project estimates and budget bids are prepared in alignment with corporate budget phasing for assessment.</p>
Transport Grants	<ul style="list-style-type: none"> <li>Estimate, prepare and oversee grant applications and ongoing project management for funding aligned to transportation priority, strategy, and traffic safety.</li> </ul> <p>Manage grant financials and high-level delivery, including project scheduling and financial management in collaboration with asset officers.</p>	<p>Grants are aligned to 4-year program</p> <p>Manage capital co-contribution budgets are estimated and submitted for council approval.</p> <p>Manage grant financials including invoicing, acquittal reports and compliance to deed conditions.</p>
Strategic Network Management	<ul style="list-style-type: none"> <li>Lead and develop key strategic network management plans such as Speed Limit Reviews and Strategic Parking Management.</li> <li>Lead community engagement in conjunction with the relevant departments. Facilitate community consultation/information campaigns in relation to road management processes where required.</li> <li>Present prepared plans and policies to council for endorsement.</li> </ul>	<p>Work with relevant technical specialists, consult with stakeholders and prepare key documentation.</p> <p>Effectively manage community information and expectations.</p> <p>Ensure proposals are effectively managing road and community impacts.</p>
Delivery and Management of Projects	<ul style="list-style-type: none"> <li>Liaise with project managers to ensure projects are delivered.</li> <li>Where required, deliver strategic projects.</li> </ul> <p>Co-ordinate and undertake inspections of works to ensure projects are delivered as specified and recorded on the asset register.</p>	<p>Complete and manage projects effectively to a high standard, ensuring they are finished as specified, on time, and within budget.</p> <p>Ensure that project documentation and asset registers accurately reflect the as-completed project.</p>
Work Safely with a Duty of Care for fellow	Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures	

Accountabilities	Activities/Tasks include:	Success looks like ...
employees and ensure procedural compliance	<p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health &amp; Safety Act 2012)</p>	
<p><b>Note:</b> Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.</p>		

WORKING WITH VULNERABLE PEOPLE CHECK	
Working with Vulnerable People Check required?	No
If yes, include in Selection Criteria table below	

SELECTION CRITERIA
POSITION REQUIREMENTS/COMPETENCIES
<b>Organisational</b>
<ul style="list-style-type: none"> <li>Community Focussed: considers community/customers in decision making</li> </ul>
<ul style="list-style-type: none"> <li>Communicate and Engage: demonstrates self-awareness &amp; encourages open discussions &amp; contributions from others</li> </ul>
<ul style="list-style-type: none"> <li>Create and Innovate: displays initiative &amp; considers different ideas and perspectives</li> </ul>
<ul style="list-style-type: none"> <li>Safety Focussed: takes responsibility for own and team's health, well-being and self-care</li> </ul>
<b>Position Specific</b>
<ul style="list-style-type: none"> <li>Stakeholder management and collaboration: demonstrates expertise in leading internal and external collaboration with multi-disciplinary teams.</li> </ul>
<ul style="list-style-type: none"> <li>Financial Management: responsible management of financial resources.</li> </ul>
<ul style="list-style-type: none"> <li>Strong skills with computer applications such as, record management platforms, Microsoft Office software, addinsight, SIDRA and Aimsun models or equivalent.</li> </ul>
<ul style="list-style-type: none"> <li>High level of oral and written communication skills, including preparing reports for technical and non-technical audiences.</li> </ul>

## QUALIFICATIONS AND EXPERIENCE

- Minimum 5 years' demonstrated experience in the management of complex traffic or transport related projects.
- Relevant degree and qualifications in a related field, such as traffic engineering, civil engineering, transport planning, urban planning or geography, and associated experience.
- Experience in strategic planning and facilitation of transportation or related civil projects, and/or experience in the delivery of other infrastructure projects.
- Current Drivers Licence

## REPORTING STRUCTURE

<b>Leader</b>	<b>Team Leader - Engineering</b>
<b>Direct Reports</b>	<b>Nil</b>

## KEY RELATIONSHIPS

(External and Internal Customers, Supplier, Colleagues, etc)

<b>Internal</b>	<b>Nature of Relationships</b>
Executive Leader Community Assets and Design	Brief and keep informed on strategic programs and initiatives.
Senior Leader City Infrastructure & Team Leader Engineering	To seek support and direction on actions and initiatives relative to roles and responsibilities.
Infrastructure Design Team	Work collaboratively to design and prepare project concepts, specifications and detail designs.
Project Delivery Team	Support Delivery to facilitate construction of key strategic projects.
Asset Strategy Team	Work collaboratively to align strategic transport programs and delivery with broader organisational objectives.
<b>External</b>	<b>Nature of Relationships</b>
Public	Stakeholder information and briefing
Government Departments	Submission of application and documentation to facilitate strategic goals.
Consultants & Contractors	Management of consultants and contractors to deliver professional services and minor projects.

## DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)

Purchasing Approvals	Limit \$0
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Employees are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

#### OTHER RELEVANT INFORMATION

Expectations of a City of Launceston employee:

- Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;
- Seeks feedback broadly and asks others for help with own development areas; and
- Translates feedback into an opportunity to develop.



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