Position Description

UNIVERSITY OF WOLLONGONG AUSTRALIA

PROFESSIONAL SERVICES

Position Title	Transport Coordinator
Classification/Level under the Enterprise Agreement (if applicable)	Level 6/7
Management Level	Team Leader/ Specialist
Faculty / Portfolio	Vice President (Operations)
School / Division	Infrastructure and Property Division
Main Location(s)	Wollongong Campus
Delegations *(if applicable)*	N/A

Primary Purpose of the Position

To efficiently and effectively manage transport and access related issues in support of UOW's strategic objectives and in alignment with the NSW Government Movement and Place Framework. The role is responsible for coordinating transport and access initiatives for the UOW community including; promoting transport and access options, working with authorities to improve access infrastructure, collecting, sharing and analysing related data, and procuring and managing service providers and systems.

Position Environment

The Infrastructure & Property Division (IPD) has primary responsibility for the provision and care of the University campuses. The Division supports the University's students and employees through the delivery of assets and provision of services of outstanding learning, teaching, research, and recreational spaces, which ensure a safe, sustainable, and well-presented environment for all campus users to enjoy.

This position supports the Division in meeting UOWs strategic objectives by co-ordinating transport and access (including accessibility) initiatives. This position is based on the Wollongong Campus, although has responsibilities across all of the UOW campuses.

Major Responsibilities

RESPONSIBILITIES

1. Develop and implement transport, mobility, parking, wayfinding and access strategies, plans and initiatives that support the University's strategic objectives, sustainability goals and campus planning priorities.
2. Lead the procurement and management of transport, parking and access services, systems and contracts, including shuttle buses, parking guidance systems and parking operations. Provide strategic advice on industry best practice, emerging technologies and market-leading solutions to optimise user experience, operational efficiency and future precinct requirements.
3. Develop, and implement efficient parking allocation frameworks, permits and access arrangements for all campuses and all users, including students, staff, commercial tenants and partners, that reflect the needs of users and alignment with the strategic objectives of each campus.
4. Ensure strategies respond to and enable campus operations in relation to peak demand and flow times related to University timetables.
5. Co-ordinate with the enforcement team as necessary to ensure smooth implementation of strategies for campus operations and events.
6. Lead the planning, implementation and optimisation of smart mobility and parking technologies, including parking management systems, digital permit platforms, EV charging infrastructure, mobility applications, transport analytics and emerging mobility solutions.
7. Develop and deliver relevant communications, engagement strategies and behaviour change initiatives that encourage sustainable travel choices and improve awareness of available transport options.

8. Work collaboratively with campus planning, infrastructure, facilities management, security and sustainability teams to ensure transport and mobility considerations are integrated into campus development and renewal projects.
9. Collect, analyse and interpret transport and parking data to identify trends, support business cases, inform strategic planning and provide performance reporting, recommendations and insights
10. Respond to and resolve transport, parking and access enquiries, issues and complaints from students, staff, contractors and visitors in a timely and customer-focused manner.
11. Build and maintain productive relationships with government agencies, transport providers, local councils, Transport for NSW, community groups and internal stakeholders to improve transport outcomes and advocate for University needs.
12. Act in accordance with University policies as amended from time to time, the Values in Action Framework of *Thrive Together, Pursue Excellence, Be Accountable and Lead with Integrity,* and our commitment to Equity, Diversity and Inclusion.
13. WHS responsibilities, accountabilities and authorities as outlined in the WHS Framework - https://www.uow.edu.au/about/services/safe-at-work/whs-framework/

Reporting Relationships and Other Key Contacts

Position reports to	Campus Planning Manager
Positions supervised by this position	Nil
Other key contacts and stakeholders	IPD Security Team ID Asset Management Team Branding Marketing and Communications Division

Essential Selection Criteria

- Relevant degree qualification and/or equivalent experience in transport planning, sustainability, environmental management, engineering or related discipline.
- Demonstrated experience in developing and implementing transport, parking, mobility or access initiatives within a large and complex organisation.
- Demonstrated experience in contract management, procurement and management of external service providers.
- Strong analytical and problem-solving skills, including the ability to interpret data and provide evidence-based recommendations.
- Highly developed stakeholder engagement and relationship management skills, with the ability to collaborate effectively with internal and external stakeholders.
- Excellent written and verbal communication skills, including experience preparing reports, business cases, briefing papers and communication materials.
- Demonstrated ability to manage multiple projects, priorities and deadlines while exercising sound judgement and initiative.
- Demonstrated commitment to customer service, continuous improvement and sustainable transport outcomes.
- Familiarity with the Movement & Place Framework, and experience in implementing it.

Desirable

- Experience in a university, local government, health or large precinct environment.
- Knowledge of transport planning, parking management, active transport and sustainable mobility principles.
- Experience with parking systems, transport technologies, EV charging infrastructure or related mobility systems.
- Basic website management skills

Special Job Requirements

- This position is not suitable for remote working arrangements.
- May be required to work outside of standard business hours or across campuses and research partner facilities.
- This position requires the position holder to hold and maintain a valid, current Australian Driver Licence

Roles and Responsibilities in relation to Workplace Health and Safety and Equity, Diversity and Inclusion in the Workplace

The University of Wollongong is committed to providing a safe, inclusive, and equitable workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely, be engaged in activities to help prevent injuries and illness and create an equitable and inclusive environment.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

ALL STAFF

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the WHS Framework.
- Work in an inclusive environment, treating all colleagues, students and visitors with respect.

ADDITIONAL RESPONSIBILITIES FOR STAFF WITH SUPERVISORY RESPONSIBILITIES

- Uphold principles of equity, diversity and inclusion and foster a respectful workplace culture within your team.
- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.
- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the WHS Framework.

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other relevant work organisation; and
- Do the job without undue risk to your own or others health, safety and wellbeing at work.

If you have any injuries, illness, disorder, impairment, condition, disability or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Position Description Status

This table contains information about the status and approval of this document

Date created	
Date reviewed by supervisor in consultation with the employee i.e. at least every three (3) years, or sooner if required	
Date reviewed by P&C (if applicable)	
Date reviewed by CP&CO (if applicable)	
Date of next review	