



Metropolitan Transport Forum Executive Officer

About the MTF

The Metropolitan Transport Forum (MTF) is seeking an experienced & passionate Executive Officer to lead a respected peak transport organisation, dedicated to promoting effective, efficient, & equitable transport across metropolitan Melbourne. We provide a forum for debate, research & policy development, advocacy, & sharing information to improve transport choice.

About the role

Reporting to the MTF Chair, the Executive Officer works closely with the Executive Committee, providing strategic advice & ensuring the MTF remains a credible & influential voice within the transport sector. The role is responsible for the delivery of strategic advocacy priorities, governance responsibilities, strengthening stakeholder relationships, sector wide networking, targeted communications, policy development, & member engagement activities, ensuring the MTF continues to deliver advocacy with impact within the constantly changing transport sector in Melbourne.

This is a part-time role (approx. 2.5 days/week equivalent) that would suit a transport professional working as a stand-alone contractor/consultant, or as part of a small consultancy or agency. The value of the role is \$78,000 per annum* (GST inclusive), including all disbursements, travel, admin expenses, etc.

Key Responsibilities

Media & Communications:

Lead & enhance the MTF's communications & media presence. Manage MTF media, including preparation of media statements & social media channels (LinkedIn & Facebook) & website.

Advocacy:

Guided by the Executive Committee & member councils, develop, implement, promote, & evaluate advocacy projects, initiatives, & events in support of agreed priorities. Ensure MTF's priorities are well represented on transport issues.

Sector Networking:

Identify & foster strategic relationships with key stakeholders & partners including local government, sector organisations, transport advocacy groups, Universities, public

policy groups, MTF members & associates, & transport agencies, to progress MTF priorities.

Policy Development:

Develop policy briefs, reports, & submissions etc., to support MTF advocacy, communications, & stakeholder relations, & to influence decisions made across the transport sector.

Secretariat:

Support the MTF Chair & Executive Committee with secretariat support, timely reporting, professional advice & guidance, & sound governance. Coordinate & facilitate MTF working groups, subcommittees, general meetings, strategic plan preparation (& annual work plan), annual report, financial audit, meetings & a regular calendar of events.

To apply: send your resume and a cover letter (maximum four pages) outlining your experience and suitability for the role to hr@maribyrnong.vic.gov.au. Applications will be reviewed as they are received, with a closing date of 13 November 2026. The anticipated start date is in February 2027, and a short handover period is included to start.

For a confidential conversation and to find out more about the role, contact Cr Bernadette Thomas, Chair MTF, on cr.thomas@maribyrnong.vic.gov.au or 0407 599 698.