

Position Description

Position Title	Manager Road Safety
Portfolio	Infrastructure
Reports To	Executive Manager Infrastructure
Employment Type	Full-Time, Fixed Term Contract
Location	West Leederville

Team Overview

This position sits with the road safety team, funded by the WA Government to engage and support RoadWise Council Local Governments to build their capacity and capability to adopt and apply safe system aligned policies and practices that will enable them to contribute to the implementation of the National and State road safety strategies.

Position Purpose

The Manager Road Safety leads and manages the strategic direction, development and delivery of WALGA's road safety program of services, initiatives and projects, contributes to WALGA's policy and advocacy, in a manner that enables Local Governments to adopt and apply best practice road safety (safe system approach) thereby contributing to National and State road safety priorities and objectives.

Key Accountabilities

Team Leadership	• Demonstrate a consistent and visible commitment to WALGA's values and lead the team by fostering a culture of collaboration, accountability, innovation, continuous improvement, and agility. • Build and lead a high performing team with the required capabilities, providing guidance and coaching, translating business plan objectives into actionable initiatives, setting clear goals and performance metrics. • Embed accountability into all business processes and decisions. • Collaborate with other teams in WALGA to promote and achieve organisational cohesion as it relates to RoadWise initiatives.
Program Strategy and Planning	• Remain informed about contemporary research and global, national and domestic evidence to guide the strategic direction of WALGA's funded road safety program of services and products. • Applies current theory, research, and evidence of good practice to design and develop new or improved road safety services or products.

	• Develop, initiate, and assign services and products consistent with the strategic direction. • Ensure that WALGA's funded road safety program of services and products aligns with: ◦ WALGA's strategic plan, ◦ National and State Road Safety Strategies, and ◦ Safe system approach principles (best practice). ◦ Prepare the road safety section for the annual Infrastructure Portfolio Plan, and the Annual Road Trauma Trust Account (RTTA) Plan. • Allocate financial, human, and physical resources to support effective program delivery and development. • Monitor and evaluate the program delivery model to inform ongoing improvement. • Lead the development of systems and procedures for efficient and effective program delivery and development. • Manage the marketing and promotion of WALGA's program of funded road safety services and products.
Financial Management	• Prepare annual relevant grant-funded budgets (RoadWise, Road Safety, Road Safety Strategic Initiatives etc). • Develop separate budget for RTTA funding application that ensures the financial, human and physical resources are allocated to deliver program deliverables and performance indicators. • Monitor, manage and report on income and expenditure.
Program Management and Administration	• Oversee and manage all aspects of applying for RTTA or other funding and complying with relevant funding agreement/s. • Manage and assign road safety contributions to WALGA reports. • Liaise with Executive Manager in relation to commitments associated with the State Road Funds to Local Government Agreement allocation to RoadWise program.
Representation, Policy and Advocacy	• Represent WALGA on committees, reference, advisory and working groups. • Provide advice and briefings to WALGA CEO as member to the Road Safety Council. • Prepare agenda items, reports and correspondence on behalf of the CEO, as the WALGA member to the Road Safety Council. • Participate in the work of the Infrastructure Policy Team. • Provide specialist road safety advice and recommendations. • Prepare agenda items, reports, submissions, discussion papers, and correspondence. • Initiate and contribute to the development of proposed advocacy positions that reflect the needs and interests of Local Governments. • Contribute to the development of and execution of WALGA Advocacy Plans.

Key Relationships

Who	Why
Internal	
Manager	• Escalate issues, make suggestions and provide updates. • Provide advice and contribute to decision-making. • Identify emerging issues/risks and their implications and propose solutions. • Report on progress towards business objectives and discuss future directions.
Direct Reports	• Lead discussions and decisions regarding key projects and deliverables. • Lead, direct, manage and support performance using the Performance and Development program and Capability Framework. • Provide guidance and coaching, translating team objectives into actionable initiatives.
Team	• Promote a collaborative and inclusive work culture and balance the success of the organisation with individual and team goals. • Actively seek out opportunities to contribute to the broader organisation, supporting the accomplishments of teammates. • Foster a sense of unity and cooperation to achieve shared goals.
Stakeholders	• Manage expectations and resolve issues. • Communicate needs and facilitate routine business transactions. • Monitor, direct and address enquiries.
External	
Stakeholders	• Build and maintain productive working relationships with: ○ Road Safety Commission, ○ Road Safety Council agencies and organisations: ○ MRWA ○ WA Police Force ○ Departments of Transport & Major Infrastructure, Health, Education, Planning ○ RAC ○ ICWA ○ Other road safety industry partners, eg Australasian College of Road Safety.
Supplier/Service Providers and Consultants	• Manage expectations and resolve issues. • Communicate needs and facilitate routine business transactions. • Monitor, direct and address enquiries.

Key Competencies

Knowledge and Experience	• Advanced understanding of population health and the application of health promotion strategies and methods to improve outcomes (essential).
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	• Demonstrated experience providing leadership and vision, professional authority and credibility. • Proven experience in managing remote and central teams (essential). • Experience influencing and negotiating with internal and external stakeholders on strategic issues, and to provide expert, trusted advice at senior levels. • Sound understanding of Local Government roles, responsibilities and decision making processes (essential). • Demonstrated experience in program and project management, development, implementation and evaluation (essential). • Demonstrated experience in developing policy and strategy (essential). • Proven experience in government or other funded programs and compliance (essential). • Thorough understanding of road safety structures at local, state, national and international levels (desirable). • Highly developed knowledge of the safe system approach to road safety (desirable). • Sound knowledge of methods and instruments for process, impact, outcome and formative evaluations (desirable). • Familiarity with the operation of a representative body and proven advocacy experience (desirable). • Relevant qualifications in public health, health promotion or similar are highly regarded.
Skills	• High-level oral and written communication skills, with the ability to prepare different outputs and reports of a strategic or technical nature, and to make presentations to a wide range of internal and external audiences. • Demonstrated effective interpersonal skills for establishing productive working relationships and partnerships. • Strong capability in leading change initiatives, navigating governance and risk • Advanced planning, prioritisation, and resource management skills • High level research, conceptual and analytical ability. • Commitment to stakeholder engagement and service excellence • Highly adept at using Microsoft 365 applications as well as utilising web-based applications and online tools.
Behaviours	• Willingness to attend meetings and events where intrastate and overnight travel is required along with some out of business hours work. • Lead by example, demonstrating exceptional accountability in all endeavours. • Mentor and guide others in developing their future thinking capabilities and actively foster a collaborative team culture, encouraging trust, cooperation, and accountability. • Lead and design the implementation of processes and structures to support collaboration within the organisation, • Provide expert advice, delivering insights and perspectives. • Drive initiatives that enhance collaboration and strategic partnership outcomes and demonstrate expertise in managing relationships at a strategic level.

	• Speak with expert authority, effectively influencing stakeholders and shaping outcomes. • Champion a culture of continuous improvement and foster innovation in service delivery. • Promote a culture of safety and ensure WALGA's WHS policies, procedures, and programs are effectively implemented and adhered to. • Identify, assess, and manage WHS risks within work area, ensuring appropriate risk mitigation strategies are in place. • Identify and manage psychosocial risk factors through effective interventions. • Foster a culture of openness and support regarding mental health and well-being, encouraging employees to seek help when needed.
Values	Ability to demonstrate and apply WALGA's values: • Respect - We act honestly, with integrity and respect. • Excellence - We strive for excellence and an environment of continuous improvement. • Accountability - We take responsibility and work openly and transparently. • Collaboration - We value strong relationships and partnerships. • Curiosity - We encourage a spirit of enquiry, and an innovation mindset.