

Position Description

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| Position Title | Road Safety Advisor |
| Portfolio | Infrastructure |
| Reports To | Senior Coordinator Road Safety |
| Employment Type | Full-Time |
| Location | Regional Western Australia or 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 Road Safety Advisor engages and supports up to ten assigned RoadWise Councils (registered Local Governments) to build capacity and capability for effectively: managing, planning, delivering, monitoring and communicating local road safety action that contribute to the reduction and prevention of killed and serious injury (KSI) crashes on local road and path networks.

Key Accountabilities

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| Funded Service Delivery | <ul style="list-style-type: none"> Proactively engage and support up to ten (one per 0.1 FTE) RoadWise Councils (RWCs) to govern, manage, plan, deliver, monitor and communicate effective, evidence-informed local road safety action in line with the RoadWise Framework. Apply public health principles and health promotion methods to build the capacity and capability of RWCs to govern and manage local road safety performance. Provide advice and strategic guidance to RWCs on best practice road safety. Motivate RWCs to adopt and apply safe system principles in the management of their local road safety performance. Utilise the RoadWise Framework and core activities to assist RWCs to work towards better practice. Monitor and evaluate program service delivery. Provide input and recommendations, in relation to funded support services to RWCs, for the preparation of program plans. |
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| | <ul style="list-style-type: none"> • Utilise allocated physical and financial resources to effectively facilitate better practice road safety by RoadWise Councils. • Collect and prepare case studies/stories to promote and showcase the work of RWCs. • Promote road safety best practice and WALGA's RoadWise program to Local Governments and regional stakeholders. |
| Workplan Management | <ul style="list-style-type: none"> • Meet guaranteed and agreed support hours to each RWC. • Proactively develop quarterly workplans for supporting and assisting each RWC. • Prepare and actively participate in monthly workplan meetings. |
| Service Delivery Administration | <ul style="list-style-type: none"> • Maintain accurate records of the recruitment of RWCs, the registration of RWCs and waitlisted LGs, and paused RWCs. • Liaise with RWC contacts to collect, document and submit quarterly reports that are a record of road safety activity by each RWC, by 30 September, 31 December, 31 March and 30 June. • Prepare reports, agenda items, correspondence, articles and other documentation tailored/suited to intended audience/s |
| Engagement | <ul style="list-style-type: none"> • Proactively engage assigned RWCs and provide general advice and information to other Local Governments. • Build and maintain productive relationships with RWCs to enable the planning, implementation, monitoring and communication of better practice road safety. • Participate in and report on road safety at Regional Road Group meetings and other strategic opportunities. Zone meetings (optional). • Consult RWCs to identify and document barriers and enablers to better practice road safety. |
| Representation and Stakeholder Liaison | <ul style="list-style-type: none"> • Represent WALGA and actively participate in assigned forums, committees and working groups under the general direction of the Manager Road Safety. • Prepare agenda items, reports, submissions, discussion papers, and correspondence. • Report and communicate to share with the road safety team, the activity and actions of assigned committees and working groups. |

Key Relationships

| Who | Why |
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| Internal | |
| Manager | <ul style="list-style-type: none"> • 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. |

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| Team | <ul style="list-style-type: none"> 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 colleagues. Foster a sense of unity and cooperation to achieve shared goals. |
| Stakeholders | <ul style="list-style-type: none"> Manage expectations and resolve issues. Communicate needs and facilitate routine business transactions. Monitor, direct and address enquiries. |
| External | |
| Stakeholders | <ul style="list-style-type: none"> Manage expectations and resolve issues. Communicate needs and facilitate routine business transactions. Monitor, direct and address enquiries. |
| Supplier/Service Providers and Consultants | <ul style="list-style-type: none"> Manage expectations and resolve issues. Communicate needs and facilitate routine business transactions. Monitor, direct and address enquiries. |

Key Competencies

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| Knowledge and Experience | <ul style="list-style-type: none"> Sound understanding and demonstrated experience in developing program, project or action plans and evaluation processes and tools (<i>essential</i>). Some knowledge of the structure and an understanding of Local Government operations (<i>desirable</i>). Knowledge of the WA road safety strategy, the safe system approach to road safety along with some of the barriers and enablers to the adoption and application of safe system principles and practices (<i>desirable</i>). Some knowledge of regional (metropolitan, rural or remote) issues (<i>desirable</i>). Sound understanding of public health principles and health promotion practices (<i>desirable</i>). Demonstrated experience at building relationships for collaborative and coordinated action (<i>essential</i>). Demonstrated experience in project planning, implementation and evaluation (<i>essential</i>). Proven experience in building capacity for action (<i>essential</i>). Some experience in government funded programs and compliance (<i>desirable</i>). Familiarity with the operation of a representative body (<i>desirable</i>). Some experience in research and evaluation including interpretation of statistical information (<i>desirable</i>). Tertiary qualification in public health, health promotion or similar (<i>desirable</i>). |
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| Skills | <ul style="list-style-type: none"> • Demonstrated effective interpersonal skills for establishing productive working relationships. • Ability to source data and research then apply analytical skills to interpret and translate information. • High standard of written communication skills to compile reports, correspondence, grant applications, submissions, communications and resources suitable for different target audiences. • Proven ability to communicate confidently and with influence. • Ability to meet work objectives to a high standard with minimal supervision. • Proven engagement and facilitation skills for effectively running workshops, meetings or organising coordinated efforts. • Proficient in the use of M365 and other digital tools for preparing reports, correspondences, promotional materials and communications. • Current “C” class driver’s licence, with a demonstrated safe driving record. |
| Behaviours | <ul style="list-style-type: none"> • Willingness to travel to visit regional members and attend/ present at relevant intrastate meetings and conferences along with some out of hours work. • Sets a tone of integrity and professionalism within WALGA and in dealings external to WALGA. • Contribute to a collaborative and inclusive work culture and establish relationships with stakeholders, focusing on building trust and rapport. • Take ownership of work and seek opportunities to contribute proactively. • Identify opportunities and implement initiatives for ongoing improvement. • Make timely and effective decisions in role, seeking advice where needed. • Incorporate future thinking into planning and develop innovative approaches to achieve long-term objectives. • Effectively shape perceptions and outcomes through communication. • Embeds continuous improvement practices into everyday operations. • Uses a customer-centric approach to anticipate and meet the evolving needs of members and stakeholders. • Create a culture of partnership and collaboration within the organisation and external stakeholders. • Show an awareness of the principles of Workplace Health & Safety and apply them by taking care and being alert about issues in the workplace. • Contribute to a culture of openness and support regarding mental health and well-being, encouraging colleagues to seek help when needed. |
| Values | <p>Ability to demonstrate and apply WALGA’s values:</p> <ul style="list-style-type: none"> • Respect - We act honestly, with integrity and respect. |

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| | <ul style="list-style-type: none">• 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. |
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