

# Position Description

Position Title	Road Safety Project Officer
Portfolio	Infrastructure
Reports To	Senior Coordinator Road Safety
Employment Type	Full-Time
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 Road Safety Project Officer project manages initiatives and the development and curation of a suite of road safety products, tailored to the Local Government context, for the purpose of translating best practice theory, research and other evidence aimed at supporting and guiding Local Governments to proactively manage road safety performance on their local road and path networks.

## Key Accountabilities

Product Development and Delivery	<ul style="list-style-type: none"> <li>• Undertake research to inform product development and delivery.</li> <li>• Critically analyse and interpret crash and other research to guide product development.</li> <li>• Undertake projects and initiatives assigned by Manager Road Safety (MRS).</li> <li>• Project manage the planning, scope, documentation, timeframe, cost, quality, consultation, risks, and roll-out of road safety initiatives and projects.</li> <li>• Use the RoadWise Framework and undertake consultation with Road Safety Advisors (RSAs) and others to conceptualise and recommend the development of new assets/products.</li> <li>• Tailor assets/products to the Local Government context and segmented to suit the various functional areas of Local Governments.</li> <li>• Apply public health, health promotion or other relevant theory to the development and continuing review and improvement of road safety initiatives and projects.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Regularly conduct desktop research to stay abreast of contemporary methods for applying the safe system approach.</li> <li>• Curate a collection of references, information, tools and resources, relevant grant opportunities, training and professional development etc that will assist Local Government to build knowledge and understanding of best practice road safety.</li> <li>• Facilitate and organise the dissemination and communication of materials developed in-house or the curated collection, to Road Wise Councils (RWC) and Local Governments.</li> <li>• Conduct periodical reviews and revisions of all products to maintain currency and relevance.</li> <li>• Develop and follow systems and processes to ensure quality control and compliance with branding requirements.</li> <li>• Actively participate in the planning and budget process for the range of RoadWise assets/products.</li> <li>• Proactively promote the sharing of assets/products and examples of better/best practice with RSAs and RWCs.</li> </ul>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Develop and manage project plans, following WALGA project management guidelines, for the development and delivery of RoadWise products, including tools and resources, information and communications, training and professional development.</li> <li>• Liaise with other WALGA portfolios to leverage expertise.</li> <li>• Prepare and actively participate in monthly workplan meetings.</li> </ul>
<b>Operational Expenditure</b>	<ul style="list-style-type: none"> <li>• Develop draft budgets for product development and delivery</li> <li>• Raise purchase orders, monitor and report on expenditure associated with project budgets.</li> </ul>
<b>Project Administration</b>	<ul style="list-style-type: none"> <li>• Prepare and submit quarterly project reports.</li> <li>• Contribute to the preparation of quarterly, annual and ad hoc reports relating to the development and delivery of the RoadWise program.</li> <li>• Prepare reports, agenda items, correspondence, articles and other documentation tailored/suited to intended audience/s.</li> <li>• Participate in the planning and design of appropriate instruments (eg surveys) to monitor, evaluate and report on the effectiveness and reach of the RoadWise program.</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>• Consult and collaborate with the road safety team and other internal stakeholders, in the development of RoadWise products.</li> <li>• Facilitate consultation and liaison with external stakeholders, e.g. LG members, RWCs, Road Safety Council member agencies for the purpose of formative evaluation or pilot testing of new tools, resources, training or professional development.</li> <li>• Engage providers of credible road safety resources to enable the curation of best practice assets suitable for RWCs and LGs.</li> <li>• Develop and maintain harmonious relationships with all internal and external stakeholders, road safety partners and customers/clients.</li> <li>• Provide advice and support to the RSAs in the roll-out of RoadWise products.</li> </ul>
<b>Representation and Stakeholder Liaison</b>	<ul style="list-style-type: none"> <li>• Convene and coordinate the secretariat functions for relevant initiative committees, advisory, working or reference groups.</li> </ul>

	<ul style="list-style-type: none"> <li>• Represent WALGA and actively participate in assigned (by PCRS or MRS) forums, committees and working groups under the general direction of the MRS.</li> <li>• Prepare agenda items, reports, submissions, discussion papers, and correspondence.</li> <li>• Report and communicate to share with the road safety team, the activity and actions of assigned committees and working groups.</li> </ul>
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## Key Relationships

Who	Why
<b>Internal</b>	
<b>Manager</b>	<ul style="list-style-type: none"> <li>• Escalate issues, make suggestions and provide updates.</li> <li>• Provide advice and contribute to decision-making.</li> <li>• Identify emerging issues/risks and their implications and propose solutions.</li> <li>• Report on progress towards business objectives and discuss future directions.</li> </ul>
<b>Team</b>	<ul style="list-style-type: none"> <li>• Promote a collaborative and inclusive work culture and balance the success of the organisation with individual and team goals.</li> <li>• Actively seek out opportunities to contribute to the broader organisation, supporting the accomplishments of colleagues.</li> <li>• Foster a sense of unity and cooperation to achieve shared goals.</li> </ul>
<b>Stakeholders</b>	<ul style="list-style-type: none"> <li>• Manage expectations and resolve issues.</li> <li>• Communicate needs and facilitate routine business transactions.</li> <li>• Monitor, direct and address enquiries.</li> </ul>
<b>External</b>	
<b>Stakeholders</b>	<ul style="list-style-type: none"> <li>• Manage expectations and resolve issues.</li> <li>• Communicate needs and facilitate routine business transactions.</li> <li>• Monitor, direct and address enquiries.</li> </ul>
<b>Supplier/Service Providers and Consultants</b>	<ul style="list-style-type: none"> <li>• Manage expectations and resolve issues.</li> <li>• Communicate needs and facilitate routine business transactions.</li> <li>• Monitor, direct and address enquiries.</li> </ul>

## Key Competencies

<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Some knowledge of Local, State and Federal Government structure and operations in relation to road safety (desirable).</li> <li>• Sound understanding of Local Government roles, responsibilities and decision making processes (desirable).</li> </ul>
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	<ul style="list-style-type: none"> <li>• Some knowledge and understanding of the WA road safety strategy and the principles of the systems approach to road safety (desirable).</li> <li>• Sound knowledge of health promotion principles and practices (desirable).</li> <li>• Some knowledge of qualitative and quantitative research methods (essential).</li> <li>• Some knowledge of digital management tools such as Google Analytics, Microsoft SQL system, databases and website management/coordination (desirable).</li> <li>• Demonstrated experience in project development, evaluation, coordination and administration (essential).</li> <li>• Proven experience in creating and developing promotional and educational tools and resources (essential).</li> <li>• Demonstrated experience in coordinating live or virtual events (desirable).</li> <li>• Some experience in government funded programs and compliance (desirable).</li> <li>• Familiarity and experience with the operation of a representative body (desirable).</li> <li>• Some experience in business use of digital platforms for promotion and communication purposes (desirable).</li> <li>• Tertiary qualification in project management, communications, health promotion or similar (desirable)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Highly developed project planning skills.</li> <li>• Demonstrated research and evaluation skills.</li> <li>• Demonstrated high standard written communication skills for preparing reports, project plans and associated tools and resources.</li> <li>• Advanced conceptual and analytical skills to create new projects and associated products/materials based on sound evidence.</li> <li>• Highly developed organisation skills for managing a range of tasks and meeting established timeframes.</li> <li>• Excellent interpersonal skills for liaising and consulting with internal and external stakeholders.</li> <li>• Proficient in the use of Microsoft 365 products as well as databases and design applications</li> <li>• Current 'C' class motor vehicle driver licence with a safe driving record.</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Willingness to travel to visit regional members and attend/ present at relevant intrastate meetings and conferences with some out of hours work.</li> <li>• Sets a tone of integrity and professionalism within WALGA and in dealings external to WALGA.</li> <li>• Contribute to a collaborative and inclusive work culture and establish relationships with stakeholders, focusing on building trust and rapport.</li> <li>• Take ownership of work and seek opportunities to contribute proactively.</li> <li>• Identify opportunities and implement initiatives for ongoing improvement.</li> <li>• Make timely and effective decisions in role, seeking advice where needed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Incorporate future thinking into planning and develop innovative approaches to achieve long-term objectives.</li> <li>• Effectively shape perceptions and outcomes through communication.</li> <li>• Embeds continuous improvement practices into everyday operations.</li> <li>• Uses a customer-centric approach to anticipate and meet the evolving needs of members and stakeholders</li> <li>• Create a culture of partnership and collaboration within the organisation and external stakeholders.</li> <li>• Show an awareness of the principles of Workplace Health &amp; Safety and apply them by taking care and being alert about issues in the workplace</li> <li>• Foster a culture of openness and support regarding mental health and well-being, encouraging employees to seek help when needed</li> </ul>
Values	<p>Ability to demonstrate and apply WALGA's values:</p> <ul style="list-style-type: none"> <li>• <b>Respect</b> - We act honestly, with integrity and respect.</li> <li>• <b>Excellence</b> - We strive for excellence and an environment of continuous improvement.</li> <li>• <b>Accountability</b> - We take responsibility and work openly and transparently.</li> <li>• <b>Collaboration</b> - We value strong relationships and partnerships.</li> <li>• <b>Curiosity</b> - We encourage a spirit of enquiry, and an innovation mindset.</li> </ul>