

POSITION DESCRIPTION

Western Australian Local Government Association

Position Title	Road Safety Advisor
Portfolio	Infrastructure
Reports To	Manager Road Safety
Employment Type	Full-Time

Team Overview

This position sits within the RoadWise team. WALGA's RoadWise is funded by the WA Government to engage and facilitate the involvement of Local Governments in rural, remote and metropolitan areas of WA, in actions that support and contribute to the implementation of the Western Australian road safety strategy.

Position Purpose

The Road Safety Advisor delivers services that engage Local Governments in the planning, implementation and evaluation of road safety plans, policies, programs and promotions which align and contribute to the WA road safety strategy for reducing death and serious injury.

Key Accountabilities

Funded Service Delivery	<ul style="list-style-type: none"> Proactively use a combination of engagement strategies and methods (tailored to local needs) to involve Local Governments in the adoption and application of the principles and practices of the systems approach to road safety. Provide evidence-based information and advice on effective road safety strategies and methods/interventions and countermeasures. Facilitate the planning, implementation and evaluation of local road safety plans, policies, programs and promotions.. Provide advice and assistance on safety assessments. For example, safety ratings or road safety audits/inspections.
Capacity Building	<ul style="list-style-type: none"> Apply capacity building methods to support the the network of RoadWise Councils (Local Governments registered as a RoadWise Council). Source road crash data and other research to assist RoadWise Councils to develop holistic (aligned to the RoadWise Councils Framework) road safety activities and monitor road safety performance on the local road network. Foster local and regional leadership through capacity building methods to create a supportive environment for policy change and strengthen local action for road safety. Contribute to the development of evidence-based road safety tools and resources that will support RoadWise Councils.

	<ul style="list-style-type: none"> • Advise and assist RoadWise Councils with funding and grant applications that will enable effective, evidence-based local road safety action. • Facilitate and/or deliver workshops and forums to build and refine the knowledge and skills of RoadWise Council personnel in better practice road safety.
Engagement, Collaboration and Coordination	<ul style="list-style-type: none"> • Apply a variety of methods to engage RoadWise Councils and other Local Governments in effective road safety. • Participate in and report on road safety issues and initiatives at Regional Road Group and other relevant meetings of Local Governments. • Build productive relationships with RoadWise Councils and their stakeholders to enable participation and contribution to collaborative road safety action. • Provide referrals to relevant agencies and organisations for specific advice and assistance.
Administration and Reporting	<ul style="list-style-type: none"> • Record accurate and timely information about services and products provided to RoadWise Councils and other Local Governments. • Collect and record road safety activity for WALGA's RoadWise reporting purposes. • Keep records of support time provided to RoadWise Councils and other Local Governments.
Promotion	<ul style="list-style-type: none"> • Promote WALGA's road safety services and products, RoadSafety Council priorities and the WA road safety strategy to Local Governments, using a range of communication channels. • Promote and showcase the road safety activity of RoadWise Councils to raise the profile of Local Governments and share knowledge across the sector.

Key Relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Escalate issues, make suggestions and provide updates. • Receive advice and report on progress towards business objectives and future directions. • Identify emerging issues/risks and their implications and propose solutions
Team	<ul style="list-style-type: none"> • Support a positive environment through teamwork, sharing knowledge and supporting colleagues
Stakeholders	<ul style="list-style-type: none"> • Optimise engagement to achieve defined outcomes. • Manage expectations and resolve issues
External	
Stakeholders	<ul style="list-style-type: none"> • Establish professional networks and relationships to maintain currency of issues, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues. • Engage in, consult and negotiate the development, delivery and evaluation of projects. • Manage expectations and resolve issues. • Monitor, direct and address enquiries.
Supplier/Service Providers and Consultants	<ul style="list-style-type: none"> • Communicate needs, facilitate routine business transactions and resolve issues.

Key Competencies/Demonstrated Experience

Knowledge & Experience	<ul style="list-style-type: none"> • Sound understanding and demonstrated experience in developing program, project or action plans and evaluation processes and tools (essential). • Some knowledge of the structure and an understanding of Local Government operations (desirable). • 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 (desirable). • Some knowledge of regional (metropolitan, rural or remote) issues (essential). • Sound understanding of public health principles and health promotion practices (essential). • Demonstrated experience at building relationships for collaborative and coordinated action (essential). • Demonstrated experience in project planning, implementation and evaluation (essential). • Proven experience in building capacity for action (essential). • Some experience in government funded programs and compliance (desirable). • Familiarity with the operation of a representative body (desirable). • Some experience in research and evaluation including interpretation of statistical information (essential). • Tertiary qualification in public health, health promotion or similar (desirable).
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 and communications 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 MS Office software packages or similar for preparing reports, correspondences, promotional materials and communications • Current "C" class driver's licence, with a demonstrated safe driving record. • Willingness to attend meetings and events where intra state travel is required along with some out of business hours work.
Behaviours	<ul style="list-style-type: none"> • Promotes the Association in a professional manner in interactions with members, suppliers and the general public by showing openness, truthfulness, reliability and consistency with others. • Takes accountability by accepting responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner. • Demonstrates respect for and willingness to work in the team by valuing the contributions, views and needs of others and participating, contributing and progressing the team's objectives to an agreed outcome

	<ul style="list-style-type: none"> Shows an awareness of the principles of Workplace Health and Safety practices and apply them by taking care and being alert around potential risks in the workplace.
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