

Position Description

Position Title	Senior Coordinator Road Safety
Portfolio	Infrastructure
Reports To	Manager Road Safety
Employment Type	Full-Time
Location	West Leederville or Regional Western Australia

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 Senior Coordinator Road Safety coordinates the operational development and delivery of road safety services, initiatives and projects designed to engage and support RoadWise Councils and inform Local Governments in the adoption and application of effective and evidence-informed road safety action.

Key Accountabilities

Team Coordination	- Assist Manager Road Safety (MRS) with recruitment of new personnel including coordinating onboarding - Approve and monitor leave requests, ensuring continuity of service and product delivery. - Monitor and report on travel and ensure Journey Management Plans are prepared and followed. - Provide opportunities for regular coaching of Road Safety Advisors (RSAs) in service delivery and Road Safety Project Officer (RSPO) in product development and delivery. - Plan and coordinate the biannual Infrastructure Planning and Development (IPAD) program.
Program Development and Delivery Coordination	- Coordinate the resources allocated for the delivery and development of WALGA's RoadWise program ensuring that day-to-day activity aligns with the strategic direction, and operational plans and budget. - Contribute to the delivery of funded services by proactively engaging and supporting two RoadWise Councils (2 weeks per quarter) to govern, manage, plan, deliver, monitor and communicate effective, evidence-informed local road safety

	action that aims to reduce or prevent Killed and Serious Injuries (KSIs). • Backfill and provide relief support to RoadWise Councils (RWC) during periods of extended leave by Road Safety Advisors (RSAs). • Promote and role model high standards of program delivery and development. • Monitor and report to the Manager Road Safety (MRS) on the day-to-day delivery and development of the program. • Make recommendations to the MRS as part of the planning cycle. • Advise and make recommendations, in liaison with the MRS and RSAs, on the assignment of RSAs to RWCs whilst ensuring regional reach and spread. • Coordinate access to regional office space, tool-of-trade or pool vehicles and intra-regional and intra-state travel to ensure effective and efficient program delivery across WA. • Proactively assist in the raising the profile of WALGA's RoadWise program of funded services and products. • Ensure that RWCs' contributions to the reduction and prevention of death and serious injury is promoted and showcased effectively.
Coordination of Operational Expenditure	• Monitor relevant operational expenditure against program and project budgets. • Delegated approval of expenditure by RSAs and RSPOs, Contribute to budgets and financial reporting.
Program Administration and Coordination	• Manage RWC register • Prepare quarterly RWC record of activity for assigned RWCs. • Coordinate the timely submission of quarterly reports by RSAs and RSPOs, review reports and provide feedback and coaching to RSAs and RSPOs. • Coordinate the preparation of reports, agenda items, correspondence, articles and other documentation tailored/suited to intended audience/s.
Local Government Engagement	• 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). • Model excellent customer service and internal organisational liaison and collaboration. • Consult RWCs to identify and document barriers and enablers to better practice road safety. • Coordinate the capture and analysis of barriers and enablers (to LG participation in better practice road safety) to help inform WALGA's policy and advocacy activity by preparing reports and recommendations to the Infrastructure Managers.
Representation and Stakeholder Liaison	• Represent WALGA and actively participate in assigned forums, committees and working groups under the general direction of the MRS. • 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
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. - Support the Manager Road Safety with team 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 colleagues. - 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	- Manage expectations and resolve issues. - Communicate needs and facilitate routine business transactions. - Monitor, direct and address enquiries.
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	• Demonstrated leadership experience in team environments, including mentoring and coaching team members. • Extensive experience and understanding of the design, implementation, monitoring and evaluation and communication of evidence-informed plans(essential). • Knowledge of the structure and an understanding of Local Government operations (desirable). • Comprehensive 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 (desirable). • Comprehensive understanding of public health principles and health promotion practices (essential). • Demonstrated experience in building relationships for collaborative and coordinated action (essential). • Demonstrated success in building capacity for action (essential). • Experience in government funded programs and compliance (desirable). • Familiarity with the operation of a representative body (desirable). • Extensive experience in research and evaluation including interpretation of statistical information (essential). • Tertiary qualification in public health, health promotion or similar (desirable).
Skills	• Exceptional written and verbal communication skills with the ability to tailor messages for diverse audiences. • Highly developed interpersonal and stakeholder engagement skills. • Advanced time management and prioritisation skills with a demonstrated ability to manage competing demands and work to deadlines. • Proficient in Microsoft 365 and web-based platforms with the ability to leverage digital tools. • Proven ability to actively participate in, and contribute to, team outcomes and mentor and coach others • Proven research, conceptual and analytical ability. • Advanced ability to analyse policy and legislation. • Proven capacity to work independently, exercising sound judgment and initiative to meet deadlines and deliver outcomes. • Strong customer and stakeholder focus with the ability to build rapport and engage effectively across varied organisations and levels • Demonstrated ability to develop and maintain productive working relationships, internally and externally • Current "C" class driver's licence, with a demonstrated safe driving record.

Behaviours	• Willingness to travel to visit regional members and attend/ present at relevant intrastate meetings and conferences with some out of hours work. • Set a tone of integrity and professionalism within WALGA and in dealings external to WALGA • Facilitates and negotiates collaborative outcomes internally and externally. • Motivates team members to work together towards common goals. • Serves as a role model of self-leadership for others. • Identifies and evaluates innovative solutions to resolve complex problems. • Exhibits forward thinking skills, leading others in envisioning future possibilities • Incorporates future thinking into planning and develops innovative approaches to achieve long-term objectives • Provides insights and recommendations that shape decision-making processes. • Anticipates and addresses potential resistance to change. • 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 • Assist in identifying Workplace Health & Safety risks within the workplace, ensuring that all potential risks are properly reported • 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.