

JOB ROLE STATEMENT

INTELLIGENT TRANSPORT SYSTEMS MANAGEMENT CO-ORDINATOR LEVEL 6

DIRECTORATE NETWORK OPERATIONS
BRANCH ITS BEST PRACTICE AND OPERATIONS **POSITION NO** P0063176

KEY RESPONSIBILITIES

Co-ordinate technical operations, upgrades, expansion and performance of all Intelligent Transport Systems (ITS) and technologies supporting the Network Operations (NO) Directorate business functions.

KEY DELIVERIES

ITS Operations

- Co-ordinate system configuration, incident and defect management in consideration of operational risks and impacts.
- Co-ordinate all defect resolution and system upgrades through development, test and production environments based on risk assessment.
- Ensure end-to-end data integrity, high-level of availability and accuracy across ITS systems and technologies.
- Co-ordinate testing and integration activities using best practice in systems engineering for business continuity and efficient transition into operations
- Implement standard system management processes for all ITS systems and technologies supporting the NO business functions

ITS Expertise

- Provide specialist technical advice to ITS projects as required including ITS research, design, construction, testing and commissioning activities, in areas of electrical, electronics, Information Technology, software, interfaces, communications, and civil engineering components.
- Participate in the development and maintenance of standards and guidelines relating to ITS and network operations.

Project and Contract Management

- Provide specialist advice for the preparation of technical briefs, projects scopes and contract specifications for the implementation and operation of new ITS and technology solutions and upgrade and expansion of existing solutions.
- Participate in the evaluation of tenders.
- Co-ordinate the delivery of complex system implementation, upgrades or replacement with focus on business continuity, user engagement, and comprehensive systems engineering testing and integration processes.
- Manage time, scope, quality, budget, risks, changes and records in accordance with applicable practices for allocated projects or work packages.
- Co-ordinate multiple internal resources, external contractors, consultants and service providers on multiple projects or contracts.

Leadership and Management

- Proactively participate in the development of 'best practice' in ITS and technology system management.
- Co-ordinate the positioning of the ITS Best Practice and Operations Branch as Main Roads' Centre of Expertise for ITS.
- Research 'best practice' ITS and technology solutions, and demonstrate technology potential to operational stakeholders.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

Stakeholder Relationships

- Collaborate with internal and external stakeholders, including Information Technology Branch, Asset and Geospatial Information Branch, solutions providers / contractors, and various projects and programs delivering ITS roadside assets to ensure optimal ITS operations and identification of the end user needs.
- Build and maintain effective working relationships with internal stakeholders and contractors.
- Collaborate with state, national and international transport authorities on 'best practice' ITS operations.

OCCUPATIONAL SAFETY, HEALTH AND WELLBEING (OSH&W)

Responsible for active participation and performance to OSH&W standards as detailed by the Main Roads' Safety, Health and Wellbeing (SH&W) Management System - refer to "SH&W Responsibility and Accountability Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL	LEVEL 7	POSITION NO
ITS OPERATIONS MANAGER		P0063139

INTELLIGENT TRANSPORT SYSTEMS MANAGEMENT CO-ORDINATOR LEVEL 6

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Traffic Systems Engineer	SC LEVEL 2	Salaried, Wages	1
TOTAL			1

SELECTION CRITERIA

ESSENTIAL:


- Substantial skill, knowledge and experience in:
 - technical management of real-time control systems and data analytics applications
 - Intelligent Transport Systems (ITS) design, delivery, integration, testing, and commissioning
 - project and contract management relating to delivery and operations of complex end-to-end technology solutions
 - building and enhancing stakeholder relationships
 - managing financial, physical and other resources within agreed allocations to meet agreed outcomes
 - managing employee behaviour, performance and development
- Knowledge of:
 - national and international developments and best practice in traffic control infrastructure
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

DESIRABLE:


- A Degree in Electrical or Electronic or Computer Systems or Software Engineering.

CERTIFICATION


1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 1/9/16
BRANCH/SECTION HEAD

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE  DATE 1/9/16
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 1/9/16
MANAGER HR BUSINESS