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| PRINCIPAL POLICY OFFICER |
| PUBLIC SERVICE AND GOVERNMENT OFFICERS GENERAL AGREEMENT 2014(PSGOGA) Level 7 **Position Number: P00000009**  **Strategy**  **Road Safety Commission** |

**REPORTING RELATIONSHIPS**

Director Operations

Assistant Director Strategy

**Principal Policy Officer**

**(This Position)**

Also Reporting to this Supervisor:

Various

Reporting to this Position:

Senior Policy Officer

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| **KEY RESPONSIBILITIES**   * Develops road safety policy directions as appropriate * Manages the directorates ministerial responses * Evaluates policy and research outputs and outcomes * Coordinates road safety stakeholders involvement for policy and research * Develops proposals for integrated state road safety and development; * Contributes knowledge and information for the development of RSC Community Education Campaign program. |

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| **BRIEF SUMMARY OF DUTIES** |
| **POLICY AND STRATEGY DEVELOPMENT AND IMPLEMENTATION**   * Participates in the development of departmental and Government wide policy proposals for integrated state road safety planning * Develops policy regarding emerging issues in road safety * Develops policy to support legislative changes in road safety initiatives * Influences legislation reviews and amendments using evidenced based research * Co-ordinates the development and implementation of road safety policies and strategies * Manages the directorates ministerial responses * Participates in and responsible for team activities on the development of policy and reviews * Reviews performance of road safety programs and reports on program effectiveness * Prepares reports, briefing notes and other appropriate documents, including submissions to external bodies * Provides advice to senior staff and the Corporate Executive, with respect to policy matters * Provides strategic advice on road safety issues * Works with other teams within the department to develop road safety communication strategies * Provides strategic and policy input for the development and implementation the RSC’s Community Education Campaign program.   **LIAISON**   * Liaises, consults and negotiates with external road safety stakeholders, including State, Federal and Local Governments, special interest groups and service providers, to develop and implement road strategies and policies * Liaises, consults, negotiates and implements road safety policies and strategies * Commissions and directs the work of specialist, consultants, within approved budgets and specified timeframes * Provides advice on road safety component of overall transport policy and planning initiatives and their means of implementation * Representation at taskforces and committees as required * Monitors State, Federal and international trends and issues in relation to road safety * Liaises with service providers, users, interest groups and other government agencies to progress road safety policies and strategies * Undertakes other duties as required |

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| SELECTION CRITERIA |
| ESSENTIAL  In the context of the duties of the position demonstrated success in the following:   1. Highly developed verbal and written communication skills, including the ability to prepare complex written reports 2. High level of interpersonal and negotiation skills, including an ability to build and maintain effective relationships with inter-sectorial stakeholders 3. Extensive experience in policy development and implementation, including an ability to interpret and use research information including legislation 4. Well-developed analytical and conceptual skills that demonstrate and ability to develop innovative solutions to complex problems 5. Extensive experience in strategy development for initiatives aimed at influencing human behaviour, including an ability to interpret and use research information   **DESIRABLE**   1. Understanding of and commitment to continuous improvement methods. 2. Knowledge of and commitment to Occupational Health and Safety, Equal Opportunity and Disability legislation and how these impact on employment, people management and service delivery. |
| CERTIFICATION |
| 1. The details contained in this Duty Statement have been reviewed and conform to the Road Safety Commission guidelines.  2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.  SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  UNIT/DIVISION HEAD COMMISSIONER/DELEGATED AUTHORITY  DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  As occupant of the position I have noted the statement of duties, responsibilities that are requirements as detailed in this document.  SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **ORGANISATIONAL CONTEXT** |
| The Road Safety Commission’s primary function is to reduce trauma on our roads. The key business activity undertaken by the Road Safety Commission is principally to support the Minister for Road Safety and underpinned by the following core functions:  · Whole-of-community coordination and collaboration  · Strategy and policy  · Administration of public investment in road safety via the Road Trauma Trust Account (RTTA)  · Strategic communication  A Whole of Community approach is paramount for effectively and efficiently achieving a  desired outcome in reducing the road trauma. Diverse Public Sector agencies, non-  government organisations, industry and interest groups within the community have a  significant role to play in informing the strategy to enhance road safety. The role of the Road Safety Commission is to harness the knowledge, expertise and interest in supporting the achievement of outcomes.  By reviewing and applying the knowledge gathered from across the community, through  evaluation of previous initiatives and understanding the changing environmental factors  within the State we provide the Minister better awareness and range for consideration and prioritisation of informed policy options.  The nature and direction of the Commission is that of supporting the achievement of  Ministerial direction and Government outcomes in reducing road trauma and in reviewing  and applying the knowledge gathered from the implementation of diverse initiatives under the Road Trauma Trust Account (RTTA) funded program. The money administered from the RTTA represents a significant expenditure of the public purse. Accountable, accurate and timely reporting in relation to such expenditure is a necessary requirement for the Road Safety Commission to enable the maintenance of public trust.  The Road Safety Commission acknowledges and supports the need to work across  organisational and social boundaries in order to enhance the effectiveness of initiatives in road safety. Through effective engagement, listening and informing we can focus on  the strength of the community to respond in concert. This approach will further enhance the Commission's capacity to contribute through advice and coordination in the planning of future Road Safety initiatives. The Road Safety Commission must continue to be responsive to emerging issues and trends within the community and across sectors as they impact safety on the road and remain committed to supporting the Government’s value proposition of a safer Western Australia. |
| **PREREQUISITES SPECIFIC TO THIS POSITION** |
| * The ability to travel including by air. * Possession of a current motor vehicle driver’s licence. * Produce a National Police Certificate. * Applicants for this position are required to disclose any criminal history, excluding spent convictions, at the time of interview. * To be eligible for appointment, applicants must be Australian citizens, have permanent residency or be entitled to remain and work in Australia (i.e. special category visa for New Zealand citizens. |