

JOB ROLE STATEMENT

NETWORK OPERATIONS CO-ORDINATOR LEVEL 4

DIRECTORATE	REGIONAL MANAGEMENT AND OPERATIONS	CATEGORY 1	
BRANCH	GOLDFIELDS-ESPERANCE	POSITION NO	VARIOUS

KEY RESPONSIBILITIES

In collaboration with the Network Operations Manager (NOM), review the use of the road network, investigating, developing, monitoring and recommending solutions to traffic management and road safety issues ensuring the required levels of service and standards are achieved.

KEY DELIVERIES

Network Operations

- Co-ordinate the monitoring, assessment and reporting on the use and safety of the road network against the agreed/requested levels of service, intervention standards, environmental and product standards.
- Monitor and report on the effectiveness of road reserve management including fencing and advertising signs.
- Contribute to the development of the Network Program, Annual Works Program and Local Roads Program with respect to road use and road safety initiatives.
- Contribute to the development, maintenance and improvement of road use management, program development, infrastructure planning and asset management.
- Co-ordinate the review of traffic designs and plans for traffic devices.
- Co-ordinate the review, approval, auditing and monitoring of the traffic management plans for road works and events including Local Government Shires and Utilities.
- On behalf of the NOM, investigate traffic operational matters and road safety issues and prepare draft correspondence and reports for the Minister, Local Government, other Government agencies and the public.
- Identify improvements and develop drafts of project scopes and concept designs for traffic and road safety projects.
- Contribute to the assessment of proposed routes for inclusion to the Restricted Access Vehicle (RAV) network.

Customer Services

- Provide advice to Local Government, other agencies and traffic management professionals on road use, traffic management and road safety matters with an appropriate customer focus.
- Provide advice to RAV operators on general operating conditions in a customer focused manner.

Stakeholder Relationships

- Represent Main Roads at the Local and District Emergency Management Committees.
- Build and maintain collaborative working relationships with Network Operations Directorate and Local Government with a view to maintaining access to the road network.
- Undertake consultation, liaison and negotiation with stakeholders (e.g.: customers, the community, other agencies and Local Government, contractors, consultants) on traffic management and road safety issues.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities 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 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		POSITION NO
NETWORK OPERATIONS MANAGER	LEVEL 5	P0061810

NETWORK OPERATIONS CO-ORDINATOR LEVEL 4

POSITIONS UNDER DIRECT SUPERVISION

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

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried / Wages

ALL POSITIONS UNDER CONTROL

State number of positions only

TOTAL

SELECTION CRITERIA— SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**ESSENTIAL:**

- Sound skill knowledge and experience in:
 - traffic engineering or management, including traffic design, control devices and road safety
 - project and contract management
 - research, analysis and problem solving
 - building and enhancing stakeholder relationships
 - written communication, report writing
- Knowledge of:
 - policies and practises on Work Health and Safety (WHS), and on EEO, diversity and equity
- Possession of a current Western Australian 'C-A' Class (car) motor vehicle drivers' licence or an approved equivalent.

DESIRABLE:

- A Diploma in Civil Engineering or other related discipline.

CERTIFICATION

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

SIGNATURE

BRANCH/SECTION HEAD

DATE

2/8/23

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

SIGNATURE

EXECUTIVE DIRECTOR

DATE

16/08/23

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

SIGNATURE

MANAGER HR BUSINESS

DATE

18/8/23