

JOB ROLE STATEMENT

PROGRAM DEVELOPMENT OFFICER LEVEL 5

DIRECTORATE MANAGING DIRECTOR
BRANCH BUDGET AND PROGRAM MANAGEMENT POSITION NO VARIOUS

KEY RESPONSIBILITIES

Provide specialist support in the development, management and reporting of various Main Roads programs including road safety. Provide specialist support in the Investment Planning process and the preparation of business cases.

KEY DELIVERIES

Program Development and Management

- Provide specialist support with the development and management of Main Roads works programs including monitoring of progress against delivery programs and budgets.
- Undertake analysis data to guide program development and project selection.
- Provide advice and specialist support on issues, including potential funding and programming options.
- Monitor and progress reporting for various road programs including reporting to external funding providers.
- Provide specialist support with the Investment Planning process, and the preparation of businesses cases.
- Contribute to the development and management of the Directorate and Branch Business Plans.

Operational Standards and Practice

- Provide specialist support with the development, maintenance and improvement of operational standards and processes, including programming procedures and systems.

Stakeholder Relationships

- Consult and negotiate with internal and external stakeholders, interest groups and customers in the development of various road programs.
- Report to State and Commonwealth Governments, stakeholders and interest groups on various road programs, as required.
- Facilitate training on various road programs and application procedures.
- Provide specialist support for and represent Main Roads on external committees and working parties, public meetings and workshops as required.
- Review project proposals and provide advice on project effectiveness based on program guidelines.

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 Role 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 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 | | | POSITION NO | |
| PROGRAM DEVELOPMENT CO-ORDINATOR | OR | LEVEL 6 | P0060708 | OR |
| PROJECTG PROGRAMMING MANAGER | | LEVEL 7 | P0070206 | |

PROGRAM DEVELOPMENT OFFICER LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

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

ALL POSITIONS UNDER CONTROL

State number of positions only

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

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

- Considerable skill, knowledge and experience in:
 - financial management and reporting principles, practices and systems
 - information systems and databases, including financial systems
 - research, analysis and problem solving
 - building and enhancing stakeholder relationships
 - written communication, report writing
- knowledge of:
 - negotiation and facilitation
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

DESIRABLE:

- A Diploma in Engineering, or Economics or Commerce or Business.

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

SIGNATURE

DIRECTOR BUDGET AND INVESTMENT PLANNING

DATE

12/10/2021

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

SIGNATURE

MANAGER HR BUSINESS

DATE

13/10/21