

JOB ROLE STATEMENT

PROJECT OFFICER HEAVY VEHICLE PROJECTS LEVEL 5

DIRECTORATE REGIONAL MANAGEMENT AND OPERATIONS
BRANCH HEAVY VEHICLE SERVICES

POSITION NO VARIOUS

KEY RESPONSIBILITIES

Provide specialist support in the management of research, analysis, development of significant business improvement projects that facilitate 'best practice' heavy vehicle regulation in Western Australia and contribute to the achievement of Main Roads and Heavy Vehicle Services (HVS) strategic objectives.

KEY DELIVERIES

Project and Contract Management

- Develop project scopes and project plans.
- Schedule project tasks, activities and milestones, cost and funding budgets.
- Co-ordinate project resources to meet agreed budget and performance levels.
- Evaluate, assess risks, and report on project progress to management.
- Develop, co-ordinate and review project close-out activities including lessons learned.

Policy Support

- Provide specialist support in the development and implementation of policy, procedures and operational guidelines in relation to business improvement projects.
- Provide specialist support in the implementation and continuous improvement of strategy and policy relating to heavy vehicle regulation by initial policy analysis and advice and incorporating latest practise frameworks.
- Participate in specialist research and analysis in relation to nation al transport reforms, policy and heavy vehicle regulation 'best practice'.

Management

- Provide specialist support in the co-ordination and improvement of branch policies, processes, procedures and practices.

Stakeholder Relationships

- Undertake consultation, liaison, and negotiation with key internal and external stakeholders in relation to developing and implementing projects and contracts.
- Participate on relevant internal and external working groups to advocate and advance Heavy Vehicle Services (HVS) Branch interests.
- Build and maintain collaborative and professional working relationships with industry and key internal and external.

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 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**
HEAVY VEHICLE PROJECTS MANAGER

LEVEL 7

POSITION NO
P0063152

PROJECT OFFICER HEAVY VEHICLE PROJECTS LEVEL 5

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 Salaried, Wages	NUMBER
TOTAL			

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

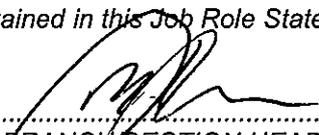
- Considerable skill, knowledge and experience in:
 - heavy vehicle regulatory programs, schemes and initiatives in a State or Federal regulatory organisation
 - project and contract management
 - research, analysis and problem solving
 - policy implementation
 - building and enhancing stakeholder relationships
 - written communication, including report writing
- Knowledge of:
 - legislative policies, standards, and practices relevant to heavy vehicle transport operations in Australia
 - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity

DESIRABLE:

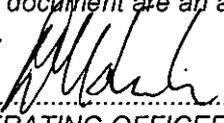
- A Diploma in Management or other relevant discipline.

CERTIFICATION

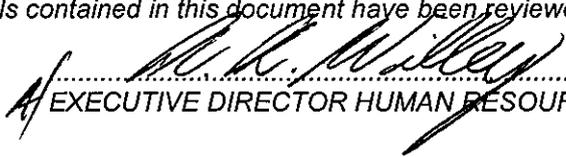
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 08.12.2025
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 9/12/2025
CHIEF OPERATING OFFICER

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

SIGNATURE  DATE 10/12/25
EXECUTIVE DIRECTOR HUMAN RESOURCES