

# JOB ROLE STATEMENT

## ROAD ACCESS AND PLANNING MANAGER LEVEL 7

DIRECTORATE OFFICE OF MANAGING DIRECTOR  
BRANCH ROAD ACCESS AND PLANNING POSITION NO VARIOUS

### KEY RESPONSIBILITIES

Manage formal assessment and review of road access and planning referrals in collaboration with relevant government agencies to ensure balanced outcomes are achieved for all relevant stakeholders whilst maintaining safety for movement of people and freight on roads. Provide expert advice on options to road access and planning matters and issues.

### KEY DELIVERIES

#### Road Access and Planning

- Manage preparation and review responses to planning referrals within statutory timeframes.
- Review complex referrals and provide expert recommendations on matters relating to road access and planning such as land-use zoning, sub-divisions, developments, structure plans, town planning scheme amendments and developments.
- Manage delivery of pre-lodgement advice to applicants ensuring balanced assessment/review outcomes.
- Develop and implement road access and planning guidelines, processes, systems, and policies.
- Provide expert advice on Main Roads' road access and planning principles and practices.
- Collaborate with State and Local Government agencies to identify improvement opportunities to provide greater efficiency and consistency in the assessment and review of applications.
- Develop and review a standard list of planning considerations for expediting assessment processes.

#### Leadership and Management

- Contribute to the development and achievement of the Branch Business Plan.
- Lead with solution-based outcomes and promote the achievement of agreed goals and objectives.
- Manage financial, technological, physical, and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance, and development.

#### Stakeholder and Community Relationships

- Build and maintain professional working relationships with key internal and external stakeholders.
- Consult and negotiate with stakeholders and the community to promote balanced planning outcomes.
- Represent Main Roads at formal forums including but not limited to arbitration, mediation, external committees, working groups, public meetings, and workshops.

### 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 nominated region for a period.

### 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 8	POSITION NO
MANAGER ROAD ACCESS AND PLANNING		P0072174

## ROAD ACCESS AND PLANNING MANAGER LEVEL 7

**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
Planning Assessment Co-ordinator	LEVEL 6	Salaried, Wages	various
<b>TOTAL</b>			Various

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

**ESSENTIAL:**

- Comprehensive skill, knowledge and experience in:
  - one or more of transport planning or urban planning or traffic engineering
  - building and enhancing customer and stakeholder relationships
  - negotiation and facilitation
  - research, analysis and problem solving
  - managing financial, technological, physical and other resources within agreed allocation to meet agreed outcomes
  - managing employee behaviour, performance and development
- Knowledge of:
  - traffic analysis and/or transport planning
  - project and/or contract management
  - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity

**DESIRABLE:**

- A Degree in Engineering or Planning or other relevant discipline.

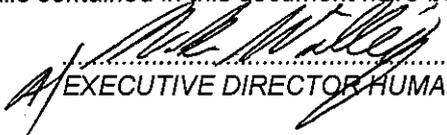
**CERTIFICATION**

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE  ..... DATE 17/3/2026 .....

DIRECTOR ROAD ACCESS AND PLANNING

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

SIGNATURE  ..... DATE 18/3/22 .....

EXECUTIVE DIRECTOR HUMAN RESOURCES