

# JOB ROLE STATEMENT

## ROAD TRANSPORT COMPLIANCE PERFORMANCE CO-ORDINATOR LEVEL 6

**DIRECTORATE** REGIONAL MANAGEMENT AND OPERATIONS  
**BRANCH** HEAVY VEHICLE SERVICES

**POSITION NO** P0071672

### **KEY RESPONSIBILITIES**

Develop and co-ordinate operational strategies, initiatives and programs that enhance the performance of the Road Transport Compliance (RTC) Section.

### **KEY DELIVERIES**

#### **Road Transport Compliance**

- Develop, review and implement procedures and guidelines that enhance the performance of the RTC Section.
- Oversee the co-ordination, training, resource allocation and supervision of the Transport Inspectorate to ensure effective service delivery and coverage of the Western Australian Road Network.
- Manage investigations and enforcement actions within statutory timeframes and regulations including:
  - enforcement of vehicle mass, dimension and load requirements
  - enforcement of dangerous goods transport within Department of Mines & Petroleum guidelines
- Plan for and co-ordinate the effective and timely response to emergency situations in accordance with Main Roads policies and the Heavy Vehicle Services (HVS) Directorate Safety, Health and Wellbeing (SHW) Management Plan.
- Co-ordinate the timely response to complaints and complex customer enquiries.
- Co-ordinate the preparation of briefing notes for Ministerial enquiries and Parliamentary questions.
- Provide specialist advice to the HVS Leadership Team in relation to RTC policy and operations.
- Contribute to the Business Plan, operational strategies and risk management plans for the RTC Section.
- Prepare budget submissions and strategies including external funding applications.
- Manage the authorisation of payments and allowances and managing Service Level Agreements.

#### **Specialist Research and Analysis**

- Research and analyse Road Transport Industry activities and trends and forecast outcomes that impact RTC operations and strategies as well as recommend appropriate counteractions for implementation.
- Review, analyse and report on the effectiveness of field activities and Section practices to identify opportunities for improvement.
- Research, recommend and implement new technologies and systems that enhance the performance of the RTC Function.
- Analyse and identify compliance strategies and issues for alignment with State and National initiatives.

#### **Leadership and Management**

- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

#### **Stakeholder Relationships**

- Manage consultations, liaison and negotiations with key internal and external stakeholders in relation to RTC strategies, initiatives and programs.
- Build, enhance and maintain collaborative working relationships and intelligence networks with the Transport Industry, WA Police, Department of Transport, Department of Mines and Petroleum, Regions and other key stakeholders.
- Represent Main Roads at meetings, seminars, professional forums, working parties and committees.

### **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  
MANAGER HEAVY VEHICLE TRANSPORT COMPLIANCE

LEVEL 8

POSITION NO  
P0061539

# ROAD TRANSPORT COMPLIANCE PERFORMANCE CO-ORDINATOR LEVEL 6

**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
Road Transport Compliance Co-ordinator      LEVEL 5		Salaried, Wages	various
<b>TOTAL</b>			various

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

**ESSENTIAL:**

- Substantial skill, knowledge and experience in:
  - managing in a regulatory and compliance environment
  - interpretation and application of legislation
  - development and implementation of policies, procedures, systems and guidelines
  - research, investigation, analysis and problem solving
  - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
  - managing employee behaviour, performance and development
  - building and enhancing stakeholder relationships
- Knowledge of:
  - policies and practices 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 Degree in Commerce (Management).

**Special requirement:**

Occupant of this position must be able and willing to undertake intra-state travel.

**CERTIFICATION**

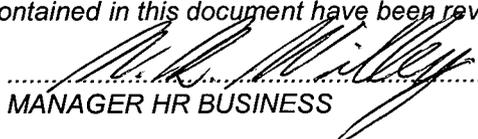
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 05/09/2023  
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 6/9/2023  
CHIEF OPERATING OFFICER

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

SIGNATURE  DATE 8/9/23  
MANAGER HR BUSINESS