



# Assets and Technology Coordinator

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

Road Safety Commission

**Position Description Number:**

227512

**Directorate / Command / District / Division:**

Education and Behaviour Change

**Level:**

Level 6

**Work Unit:**

Education

### Employment Conditions

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Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Various

### Position Objective

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Optimises and coordinates physical assets and technology to support the delivery of high-quality education programs. Ensures assets and technology services are effective, secure and aligned with program objectives, applying good governance, proactive risk management, continuous service review and improvement, to enhance operational confidence.

### Role of Portfolio/Unit

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The Road Safety Commission is a discrete unit attached to the Western Australia Police Force and administratively accountable to the WA Police Commissioner but, through the Road Safety Commissioner, reports directly to the Minister for Road Safety on road safety matters. The Commission is responsible for leading the development, integration and implementation of state-wide road safety strategies, policies and programs to reduce serious crashes on Western Australian roads.

Our vision is to eliminate life changing road trauma in Western Australia. We aim to achieve this through a safe road-user-culture and a systems approach that encourages safe behaviours and reduces the risks in the road network by improving the safety features of roads and vehicles, so that crashes do not result in serious harm. We seek ambitious, step change improvements on this journey through a paradigm shift to a safety culture approach.

Our values of **Collaboration – Trust – Integrity - Professionalism** underpin all we do. These values guide the way we conduct our work, how we engage with others and deliver services to our customers. Each Commission employee's ability to demonstrate how they apply our values is important. The Commission's values complement those of the WA Police Force which are Duty, Teamwork, Integrity and Care.

### Reporting Relationships

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This position reports to:

- Manager Education Programs L7

Direct reports to this position include:

- Technical Officer L4

Total number of positions under control: 1

Position Title: Assets and Technology Coordinator <b>OFFICIAL</b>	Level: 6	Position Number: TBC
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## Key Accountabilities

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### 1 Asset Management (35%)

- 1.1 Oversees lifecycle management of physical and ICT assets (including fleet vehicles) of the Education Program including, acquisition, maintenance, disposal and replacement planning.
- 1.2 Leads the design of the Road Safety Metro Hub.
- 1.3 Ensures asset registers are accurate, compliant and auditable.
- 1.4 Leads asset stocktakes and reconciliations in accordance with agency, legislative and audit requirements.
- 1.5 Provides strategic asset planning aligned to operational and capital works priorities
- 1.6 Complies with WA Police asset management framework, policies and procedures.

### 2 Technology Coordination (30%)

- 2.1 Coordinates ICT service delivery including infrastructure, systems, software and end-user support.
- 2.2 Oversees ICT programs, upgrades and expansion.
- 2.3 Ensures project budgets are managed effectively, including monthly reconciliation and reporting.
- 2.4 Manages ICT relationships with WA Police Force and relevant service agreements
- 2.5 Coordinates current and future procurement activities for ICT and physical assets.
- 2.6 Leads implementation of technology upgrades and system improvements.
- 2.7 Ensures cybersecurity, data integrity and system compliance with WA Police Force ICT standards.

### 3 Stakeholder Engagement (15%)

- 3.1 Provides advice to management on asset and technology matters.
- 3.2 Consults with internal stakeholders to identify business needs.
- 3.3 Builds strong relationships with external service providers and WA Police Force ICT.
- 3.4 Delivers training and guidance to staff on asset and technology systems.

### 4 Supervision (15%)

- 4.1 Supervises staff in providing direction, coaching and performance management.

### 5 Other (5%)

- 5.1 Understands and complies with information security policies and procedures to mitigate areas of information security risk by ensuring the integrity, confidentiality, availability and security of information holdings/systems.
- 5.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 5.3 Undertakes other duties as directed.

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## Specialist Prerequisite(s)

Dependant on local level business needs, it is a requirement that the position holder is successful in obtaining and maintaining a valid Working with Children Check.

## Work Related Requirements

Essential	Context in which work related requirements will be applied and or general standard expected.
Asset and technology knowledge	Leading the coordination of asset management and ICT services in a complex environment, within asset management and procurement frameworks. Providing strategic advice and lead improvement initiatives. Managing budgets, contracts and vendors.
Communication and negotiation skills.	Consulting and collaborating with a wide number of internal and external stakeholders at all levels. Negotiating with external vendors and providers.
Leadership skills	Supervising and supporting staff, providing clear direction and guidance. Establishing and sustaining positive and collaborative relationships. Working collaboratively and effectively with stakeholders.
Analytical and conceptual skills	Conceptualising and analysing issues to provide advice and recommendations. Solving problems and thinking laterally. Identifying issues, developing and undertaking research, evaluating findings and presenting a variety of solutions.
Organisational skills	Managing own workload and demonstrating flexibility in managing competing priorities. Establishing tasks and timeframes to successfully achieve objectives.

## Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

## Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Leading Leaders**.

## Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Director Education and Behaviour Change	Simone Steele	17/03/2026
Road Safety Commissioner	Adrian Warner	17/03/2026