



Community Education Officer

POSITION DESCRIPTION FORM

**Region / Portfolio:**

Road Safety Commission

Position Description Number:

Generic 746

Directorate / Command / District / Division:

Education and Behaviour Change

Level:

Level 3

Work Unit:

Various

Employment Conditions

Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

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

Special requirements for this position include; a Working with Children Card; regional intrastate travel and overnight stays

Location: Perth

Position Objective

Support the delivery of road safety education incursions within school across WA. This includes supporting the facilitation of 'Road Smart Kickstart' and 'Road Smart Interactive' programs and using advanced digital tools to engage students (such as VR, interactive tablets and gaming technology). The role involves regular regional travel, setup of program materials, supporting program development and evaluation, and collaborating with team members and schools to ensure effective delivery of the suite of the 'Everyday Safer' road safety education programs.

Role of Portfolio/Unit

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

This position reports to:

- Manager Community Engagement, Level 7; or

Direct reports to this position include:

- This position has no supervisory responsibility.

Total number of positions under control: Nil

Key Accountabilities

1. Community Education and Engagement (85%)

- 1.1. Contributes to the development, delivery and monitoring of educational programs, strategies and events.
- 1.2. Supports projects to facilitate state-wide community model through active and inclusive methodologies to ensure achievement of Road Safety Commission outcomes.
- 1.3. Supports the facilitation of special events and initiatives to promote road user behavioural change within the community.
- 1.4. Supports the delivery of school and community education programs by helping to organise activities, share information, and track progress. Works with colleagues and community groups to assist in carrying out engagement strategies and building local connections
- 1.5. Provides information and advice to other government agencies, local government authorities, community organisations and other key stakeholders on community education and road safety initiatives and projects.
- 1.6. Participates in promoting the road safety message by distributing educational publications and other material to community organisations, other government agencies and key stakeholders.
- 1.7. Works effectively with a variety of people from Culturally and Linguistically Diverse educational backgrounds, including representatives from community groups, members of parliament, First Nations people and other minority and marginalised groups.
- 1.8. Maintains awareness of information relating to best practice in road safety behaviour change and education strategies.
- 1.9. Seeks opportunities to collaborate and nurture effective working relationships
- 1.10. Supports the facilitation of forums and presentations for internal and external stakeholders as it relates to road safety information and practice.

2. Policy (10%)

- 2.1. Participates in the provision of advice, to inform policy, on issues affecting community education and engagement and recommends policy options or other initiatives to address developments.

3. Other (5%)

- 3.1. Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2. 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.
- 3.3. Undertakes other duties as directed.

Position Title: Community Education Officer OFFICIAL	Level: Level 3	Position Number: Generic 746
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Specialist Prerequisite(s)

It is a requirement that the position holder is successful in obtaining and maintaining a valid Working with Children Check.

Work Related Requirements

Essential

Project support skills

Context in which work related requirements will be applied and or general standard expected.

Assist in the delivery of projects that support communication and educational strategies. Provides administrative and logistical support during projects and helps coordinate external stakeholders as directed. Supports scheduling, organising and tracking of tasks to help ensure projects are completed on time. Helps monitor the use of resources to support efficient project delivery.

Communication skills

Presenting written and oral messages in a clear, concise manner; focusing on key points and structures to ensure clarity.

Problem solving

Remaining positive and responding to pressure in a calm manner; achieving objectives even in difficult circumstances. Researching information relevant to work tasks and responsibilities, identifying solutions to problems.

Team work

Building and sustaining positive relationships across and with team members. Actively participating and contributing to tasks and supporting the team's 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 Personal Leadership.

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	17/11/2025
Road Safety Commissioner	Adrian Warner	17/11/2025