



Community Education and Engagement Officer

POSITION DESCRIPTION FORM

**Region / Portfolio:**

Road Safety Commission

Position Description Number:

Generic 626

Directorate / Command / District / Division:

Education and Behaviour Change

Level:

Level 5

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

Location: Perth

Position Objective

Supports community education programs through undertaking various projects, plans and/or events to facilitate a state-wide community education and engagement approach. Support the provision of information and advice to other government agencies, local government authorities, community organisations and other key stakeholders on community education and engagement and road safety initiatives and projects.

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
- Community Engagement Coordinator, Level 6

Direct reports to this position include:

- This position may supervise a small team and oversee project resources as required.

Total number of positions under control: Nil

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| Position Title: Community Education and Engagement Officer | Level: Level 5 | Position Number: Generic 626 |
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Key Accountabilities

1. Community Education and Engagement (85%)

- 1.1. Assists in the development, implementation and monitoring of educational plans, strategies and events.
- 1.2. Undertakes projects to facilitate a state-wide community education model through active and inclusive methodologies to ensure achievement of Road Safety Commission strategies and outcomes.
- 1.3. Facilitates the delivery of special initiatives to promote road user behavioural change within the community.
- 1.4. Coordinates; monitors and evaluates state wide school and community education and development programs/ initiatives; assists in implementing and evaluating community engagement and capacity building strategies and programs by engaging other government agencies, local government authorities, community organisations and other key stakeholders.
- 1.5. Organises, monitors and maintains effective communication and engagement networks with key stakeholders that foster partnerships and enhance capacity building in local communities.
- 1.6. Provides support, 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.
- 1.7. Promotes the road safety message by preparing and distributing educational publications and other material to community organisations, other government agencies and key stakeholders.
- 1.8. 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.
- 1.9. Represents the Commission as required on working parties, committees and with key stakeholders.
- 1.10. Researches and disseminates information relating to best practice in road safety strategies.
- 1.11. Collaborates and forms working relationships to provide advice on trends relating to road safety and demographic information which may impact on road safety strategies and initiatives.
- 1.12. Develops and facilitates forums and presentations for internal and external stakeholders as it relates to road safety information and practice.
- 1.13. Assists in the establishment, support and direction with new stakeholder groups and committees for road safety to ensure sustainability and local leadership.

2. Policy (10%)

- 2.1. Assists 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.
- 2.2. Maintains knowledge of trends and development affecting program areas and provides advice to the manager and other stakeholders.

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.

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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

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

Project management skills

Initiating, managing and implementing projects related to the development of communications, marketing and educational strategies. Supporting the tender process, selecting and managing consultants and external service providers. Scheduling, organising and planning work/tasks to complete projects within timeframes. Ensuring optimal use of resources

Communication skills

Preparing correspondence and communications. Representing the agency on internal and external consultative committees and working parties. Providing direction to project leaders and teams. Negotiating with a wide range of stakeholders.

Interpersonal skills

Building and sustaining positive relationships with team members and stakeholders. Involving others and recognises their contributions. Recognising the different working styles of individuals and factors this into the management of relationships, people and tasks.

Analytical and conceptual skills

Conceptualising and analysing trends, patterns, and issues to provide advice and evidence-based recommendations to mitigate problems. Thinking laterally and identify improved work practices.

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 Others.

Certification

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

| Position Title and Work Unit | Name | Date |
|--------------------------------------|---------------|------------|
| Manager, People and Capability | Damon Veitch | 05/08/2024 |
| Commissioner, Road Safety Commission | Adrian Warner | 05/08/2024 |