



Evaluation Officer

POSITION DESCRIPTION FORM

**Region / Portfolio:**

Road Safety Commission

Position Description Number:

226431

Directorate / Command / District / Division:

Analytics and Insights

Level:

Level 5

Work Unit:

Program Performance and Evaluation

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

Location: Perth

Position Objective

The Evaluation Officer supports the design, management, and reporting on evaluations to assess the impact of road safety initiatives and contribute to continuous improvement in road safety. Collaborates with internal and external stakeholders to evaluate the effectiveness and efficiency of road safety programs, services, and policies. Responsible for undertaking discrete planning and evaluation of projects and providing advisory support on data gathering and evaluation needs.

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 Performance and Program Evaluation, Level 7

Direct reports to this position include:

- NIL

Total number of positions under control: NIL

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Key Accountabilities

1. Evaluation planning and implementation (30%)

- 1.1 Develops detailed evaluation plans to assess the effectiveness, efficiency, and impact of programs, policies, and services.
- 1.2 Selects and applies appropriate evaluation methodologies based on the objectives of the evaluation and the nature of the program being assessed.
- 1.3 Defines clear evaluation questions, outcomes, and performance indicators to guide the evaluation process.
- 1.4 Contributes to the design and delivery of evaluation initiatives that enhance the Commission's ability to assess and understand the impact and value of its programs and initiatives.
- 1.5 Analyses and interprets evaluation findings to provide strategic and operational insights that inform the direction of the Commission and road safety initiatives.
- 1.6 Prepares research reports and summaries of key findings, issues, and potential implications for road safety.

2. Stakeholder Engagement (30%)

- 2.1 Collaborates with internal and external stakeholders to define evaluation objectives, scope, and expectations, ensuring alignment with road safety goals and priorities.
- 2.2 Provides technical advice on evaluation methodologies and best practices to ensure high quality evaluations of road safety programs and initiatives.
- 2.3 Engages with relevant stakeholders to gather relevant information and data for the evaluation process.

3. Data Collection and Management (20%)

- 3.1 Assists in developing and implementing data collection strategies, including surveys, interviews, focus groups, and document reviews, tailored to the specific evaluation design.
- 3.2 Supports data collection processes to ensure they are rigorous, ethical, and in compliance with relevant privacy and confidentiality standards.

4. Project Management (15%)

- 4.1 Contributes to the planning and coordination of evaluation activities, ensuring they are completed on time and within budget.
- 4.2 Monitors the progress of evaluations, identify risks, and proactively address potential issues.
- 4.3 Supports the efficient and effective management of evaluation projects, ensuring all milestones and deliverables are achieved.

5. Other (5%)

- 5.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 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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Work Related Requirements

Essential

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

Knowledge of contemporary evaluation methodologies	Understanding of contemporary evaluation methodologies using both quantitative and qualitative methods in the context of policy, programs and projects. Consolidating evaluation findings to look at overall performance against strategic intent.
Problem solving ability	Analysing the broader environment. Developing innovative solutions to complex problems.
Critical thinking and research skills	Undertaking evaluation, information gathering, data collection, detailed analysis and translation of findings to support decision making within a complex environment.
Project and contract management ability	Working with high degree of independence and taking responsibility for managing and monitoring projects and meeting deadlines. Achieving quality outcomes and adhering to documentation of procedures. Managing contracts and monitoring key performance indicators.
Communication skills	Communicating with written and verbal communication skills including planning, mediating and collaborating. Building and sustaining positive working relationships with internal and external stakeholders at all levels to ensure quality deliverables are met.

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
Director, Analytics and Insights	Sarah Mewett	18/02/2025
Road Safety Commissioner, Road Safety Commission	Adrian Warner	18/02/2025