



# Performance and Development Coordinator

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

Road Safety Commission

**Position Description Number:**

227516

**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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The Performance and Development Coordinator leads the evaluation, resourcing and continuous improvement of the *Everyday Safer Education Programs* to ensure alignment with the Western Australian school curriculum and the effective delivery of road safety education to young people. Through strong oversight of program governance, procurement and performance, the role ensures compliance, value for money and the effective use of resources. By applying evidence-informed review and continuous improvement, the position maintains the program's relevance, quality and scalability, supporting the consistent delivery of high-quality education initiatives across Western Australia.

### Role of Portfolio/Unit

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The Road Safety Commission is a discrete unit attached to the WA 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:

- Education Officer (Design and Curriculum) L5
- Education Officer (Grants and Program Performance) L5
- Technical Support Officer L4

Total number of positions under control: 3

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## Key Accountabilities

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### 1 Performance and Development (30%)

- 1.1 Leads the implementation of the Everyday Safer Schools Education program, including identifying strategies and making recommendations to improve school engagement/uptake to meet program KPI's.
- 1.2 Coordinates and supervises program reviews, implementing content changes and/or new implementation initiatives, including development, implementation, equipment requirements, project outcomes and evaluation, whilst ensuring alignment to the WA curriculum.
- 1.3 Ensures project budgets are managed effectively, including monthly reconciliation and reporting.
- 1.4 Drives continuous improvement initiatives based on evidence and lessons learned.
- 1.5 Prepares quality reports, briefs, and recommendations for senior management.

### 2 Procurement and Governance (25%)

- 2.1 Provides leadership for procurement planning and coordination of program resource requirements to ensure effective implementation, addressing both current demands and future needs.
- 2.2 Prepares key procurement documentation for identified program initiative and/or business requirements and oversee the process through to contract award.
- 2.3 Identifies analyses and coordinates current and future procurement activities to meet the ongoing needs of the project team and business operations, including ICT and physical assets
- 2.4 Manages partnership contracts ensuring project milestones are met.
- 2.5 Establishes, monitors and maintains robust governance arrangements that support transparent decision-making, accountability, and effective risk management

### 3 Stakeholder Engagement (20%)

- 3.1 Develops and maintains good internal and external stakeholder relationships ensuring stakeholders are consulted relation to the program.
- 3.2 Negotiates with defined authority with consultants, suppliers, external agencies and WA Police Force personnel at all levels as required.

### 4 Supervision (20%)

- 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 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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## Special Requisites

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Working with Children Check:

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

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### Essential

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

Program planning and management skills

Overseeing the planning, delivery, evaluation and resourcing of educational programs ensuring program content and delivery is aligned with school curriculum.

Communication and negotiation skills

Communicating in a clear and concise manner, negotiating and gaining cooperation with external stakeholders. Updating and writing program content to continually improve program outcomes. Liaising with internal and external stakeholders at all levels.

Leadership skills

Supervising and supporting staff, providing clear direction and guidance. Establishing and sustaining positive and collaborative relationships with the team and working collaboratively and effectively with others internally and externally to the Commission.

Analytical and conceptual skills

Conceptualising and analysing issues to provide advice and recommendations. Problem solving and lateral thinking. 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

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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

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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

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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 & Behaviour Change	Simone Steele	17/03/2026
Road Safety Commissioner	Adrian Warner	17/03/2026