



Director

POSITION DESCRIPTION FORM

**Region / Portfolio:**

Road Safety Commission

Position Description Number:

222019

Directorate / Command / District / Division:

Corporate Services

Level:

Level 8

Work Unit:

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

Leads and directs the Corporate services team, with a focus on building productive relationships with key agencies and stakeholders, and a positive corporate reputation and public profile. This role provides high level advice to the Road Safety Commissioner and participates as a member of the Commission's Senior Leadership Team. This role also ensures the Commission operates with sound governance mechanisms and management disciplines, building organisational capability, overseeing strategic initiatives and undertaking and/or leading special projects as required.

Role of Portfolio/Unit

The Road Safety Commission is a discrete unit attached to the Western Australia Police Force and administratively accountable to the Commissioner, WA Police but, through the Road Safety Commissioner, reports directly to the Minister for Road Safety on road safety matters.

The Road Safety Commission exists to make every journey safe for all Western Australians. We unite the system, bringing together government, industry and communities to act as one. We change behaviour with insight, using evidence and data to help change people's attitudes and behaviours and are powered by the community for the community.

Reporting Relationships

This position reports to:

- Road Safety Commissioner, Class 2

Direct reports to this position include:

- Manager, Finance, Level 7
- Manager, People and Place, Level 7
- Corporate Services Executive Officer, Level 4

Total number of positions under control: 7

Position Title: Director	Level: Level 8	Position Number: 222019
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Key Accountabilities

1 Management & Leadership (65%)

- 1.1 Participates as a member of the Senior Leadership team and provides strategic advice regarding organisational capability and business improvement and high level executive support to the Commissioner.
- 1.2 Leads improvements to capability and culture and builds the right organisational structure to deliver Road Safety Commission (RSC) strategic outcomes.
- 1.3 Establishes and manages relationships with key government agencies and stakeholders to build an effective network of strategic partnerships.
- 1.4 Leads, manages and/or undertakes strategic business initiatives and projects.

2 Corporate Services (30%)

- 2.1 Leads financial and budget management functions, including administrative oversight of the Road Trauma Trust Account, and the provision of strategic financial advice.
- 2.2 Manages RSC governance and compliance requirements including risk and business continuity, ensuring effective transparency and accountability.
- 2.3 Provides strategic oversight of the RSC's corporate services, manages key relationships within WA Police Force as the host agency for the Commission, and leads improvements to business processes and procedures.
- 2.4 Oversees the utilisation of physical and technological resources to achieve RSC goals and objectives.

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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Work Related Requirements

Essential

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

Leadership ability

Leading, directing and managing strategic business initiatives. Promoting a work environment that empowers, motivates and develops staff. Providing direction for corporate strategies and initiatives.

Strategic planning ability

Contributing to strategic planning, policy development, implementation and evaluation. Managing human, physical and financial functions including leading the development of organisational budgets.

Communication and interpersonal skills

Preparing complex reports, briefings, contracts and recommendations. Building high level relationships and networks to achieve positive outcomes. Liaising, negotiating and gaining the cooperation of senior executives and external key stakeholders.

Conceptual and analytical ability

Identifying, analysing problems and providing strategic solutions. Developing and implementing effective solutions to complex and unique problems.

Governance capability

Understanding and applying public sector legislative, administrative and government standards and protocols at both a strategic and tactical level.

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
Manager People and Capability	Damon Veitch	05/08/2024
Road Safety Commissioner	Adrian Warner	05/08/2024