



Director Road Trauma Trust Account

POSITION DESCRIPTION FORM

**Region / Portfolio:**

Road Safety Commission

Position Description Number:

227877

Directorate / Command / District / Division:

Innovation and Technology

Rank / Level / Band:

Level 8

Work Unit:

Road Trauma Trust Account

Employment Conditions

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: Perth

Position Objective

Leads and coordinates the management, governance and financial oversight of the Road Trauma Trust Account (RTTA), ensuring compliance with the Road Safety Council Act 2002, the Financial Management Act 2006 and other relevant strategies, policies and statutes. Provides strategic leadership to the team, undertaking financial modelling to support evidence-based investment planning, and builds collaborative cross-agency partnerships to ensure RTTA priorities and programs are delivered effectively to achieve positive road safety outcomes.

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:

- Director Innovation and Technology L9

Direct reports to this position include:

- Manager RTTA Governance, L7
- Manager Performance and Program Evaluation, L7
- Principal Financial Analyst L7

Total number of positions under control: up to 10

Key Accountabilities

1 Leadership and Strategic Alignment (65%)

- 1.1 Leads the team in the provision of advice, analysis, assessment and evaluation of RTTA programs and initiatives.
- 1.2 Leads the provision of strategic advice to the senior executive relating to the management of the RTTA including the preparation of Ministerial briefing notes, Parliamentary Questions Expenditure Review Committee (ERC) submissions, budget estimates papers and recommendations to the Road Safety Council.
- 1.3 Leads the planning and review of policies and processes related to the management of the RTTA ensuring alignment with strategic objectives, taking into account wider road safety policy drivers, and government objectives.
- 1.4 Leads the evaluation of initiatives and programs ensuring all RTTA funded programs are formally evaluated as part of a rolling cycle of works.
- 1.5 Identifies trends and growth opportunities and anticipates and adapts to changes in priorities, to ensure that the RTTA has a focus on sustainable and long-term benefits contributing to road safety in Western Australia.
- 1.6 Develops funding models and processes to use in budget forecasts, cash management and other management of financial resources.
- 1.7 Provides strategic advice and leads the annual budget and mid-year review processes and acts as key liaison including negotiating with the Department of Treasury and Finance.
- 1.8 Provides strategic direction and leadership to the branch, and develops, coaches and manages others to ensure achievement of key deliverables.

2 Stakeholder Relationships (30%)

- 2.1 Builds and maintains strong working relationships with key internal and external stakeholders to facilitate collaboration, consultation, and negotiation on key proposals and projects.
- 2.2 Promotes the Commission as a centre of expertise for stakeholders to seek strategic advice and support regarding the application of RTTA governance requirements, program initiatives and funding assessments.
- 2.3 Represents the Commission on various forums, committees, reviews and working parties as required.

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 skills

Leading and managing a team of business professionals. Setting goals and implementing strategies to achieve them. Supporting staff and their capability development within area of expertise.

Experience leading programs and initiatives

Leading the management of strategic priorities and initiatives. Planning and implementing areas of priorities and funding frameworks to achieve outcomes. Anticipating and responding to change and managing risks.

Interpersonal skills

Liaising, engaging, consulting and negotiating with a wide range of internal and external stakeholders in a variety of contexts. Highly developed interpersonal, communication and negotiation skills to influence stakeholders in the achievement of objectives. Establishing and maintaining strong working relationships to shape strategy and influence change.

Conceptual, analytical and problem-solving skills

Making decisions and developing innovative solutions to complex problems. Distilling core issues and presenting these in a clear, concise and articulate manner that is persuasive and facilitates negotiations. Developing and implementing effective solutions for complex issues. Developing financial strategies and investigating trends, impacts, opportunities and options.

Desirable

Experience in the governance and financial management of complex programs.

Providing evidence-based advice on budgeting, strategic funding, program design and delivery.

Possession of a relevant tertiary or professional qualification in a relevant discipline

Finance, business management or related discipline.

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 [Multiple Area Leader](#),

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Director, Innovation and Technology	James Yuen	14/04/2026
Road Safety Commissioner	Adrian Warner	14/04/2026