

# JOB ROLE STATEMENT

## NETWORK OPERATIONS MANAGER LEVEL 5

**DIRECTORATE** CENTRAL AND NORTHERN REGIONS  
**BRANCH** GOLDFIELDS-ESPERANCE **POSITION NO** P0061810

### **KEY RESPONSIBILITIES**

Review the use of the road network, investigating, developing, monitoring and recommending solutions to traffic management and road safety issues ensuring the required levels of service and standards are achieved.

### **KEY DELIVERIES**

#### **Network Operations**

- Manage the monitoring, assessment and reporting on the use and safety of the road network against the agreed/requested levels of service, intervention standards, environmental and product standards.
- Monitor and report on the effectiveness of road reserve management including fencing and advertising signs.
- Contribute to the development of the Network Program, Annual Works Program and Local Roads Program with respect to road use and road safety initiatives.
- Contribute to the development, maintenance and improvement of road use management, program development, infrastructure planning and asset management.
- Manage the review of traffic designs and plans for traffic devices.
- Manage the review, approval, auditing and monitoring of the traffic management plans for road works and events including LGA's and Utilities.
- Manage the co-ordination of network incidents across the Region as MRWA first point of contact.
- Assist the Network Manager in managing and reviewing the Regional Incident Management System including traffic management plans and contingency plans.
- Investigate traffic operational matters and road safety issues and prepare correspondence and reports for the Minister, Local Government, other Government agencies and the public.
- Identify improvements and develop project scopes and concept designs for traffic and road safety projects.
- Manage the assessment of routes of Restricted Access Vehicles proposed for inclusion in the RAV network.
- Manage and report on signs and lines new installations/upgrade program including financial reporting and creation of Minor Capital Work orders.
- Manage the street lighting and traffic signal database for the monitoring of power usage including financial reporting.

#### **Supervision**

- Supervise employee behaviour, performance and development, where required

#### **Customer Service**

- Provide customer focused advice to Local Government, other agencies and traffic management professionals on road use, traffic management and road safety matters.
- Provide advice to Restricted Access Vehicle operators on general operating conditions.

#### **Stakeholder Relationships**

- Represent Main Roads at the Local and District Emergency Management Committees.
- Build and maintain collaborative working relationships with Road Network Services Directorate and Local Government with a view to maintaining access to the road network.
- Undertake consultation, liaison and negotiation with stakeholders (e.g. customers, the community, other agencies and Local Government, contractors, consultants) on traffic management and road safety issues ensuring the required levels of service and standards are achieved.

### **OCCUPATIONAL SAFETY, HEALTH AND WELLBEING (OSH&W)**

Responsible for active participation and performance to OSH&W standards as detailed by the Main Roads' Safety, Health and Wellbeing (SH&W) Management System - refer to "SH&W Responsibility and Accountability Procedure" on 'iRoads' intranet.

### **LOCATION**

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

### **DYNAMIC RESOURCING**

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

### **REPORTING RELATIONSHIPS**

*This position reports to:*

(A) TITLE AND LEVEL		POSITION NO
NETWORK MANAGER	LEVEL 7	P0061693

# NETWORK OPERATIONS MANAGER LEVEL 5

**POSITIONS UNDER DIRECT SUPERVISION**

List the position numbers, titles and levels of positions directly supervised

TITLE and LEVEL	POSITION No
Network Operations Officer	LEVEL 3
Customer Services Officer	LEVEL 3

**ALL POSITIONS UNDER CONTROL**

State number of positions only

CATEGORY	NUMBER
Salaried	1
	1
<b>TOTAL</b>	<b>2</b>

**SELECTION CRITERIA**

**ESSENTIAL:**

- Considerable skill knowledge and experience in:
  - traffic engineering or management, including traffic design, control devices and road safety
  - research, analysis and problem solving
  - provision of customer focused service
  - building and enhancing stakeholder relationships
  - supervision, including the supervision of employee behaviour, performance and development
  - written communication, report writing
- Knowledge of:
  - project and contract management
  - policies and practises on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

**DESIRABLE:**

- A Diploma in Civil Engineering.

**CERTIFICATION**

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE *S. Power* DATE 8.12.15  
BRANCH/SECTION HEAD

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

SIGNATURE *[Signature]* DATE 14/12/2015  
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE *[Signature]* DATE 16/12/15  
MANAGER HR BUSINESS