

JOB ROLE STATEMENT

LEVEL CROSSING SAFETY OFFICER LEVEL 5

DIRECTORATE METROPOLITAN AND SOUTHERN REGIONS
BRANCH RAILWAY CROSSING BRANCH **POSITION NO** P0060831 / P0063250

KEY RESPONSIBILITIES

Consistent with “*Safe Systems*” approach, conduct and check level crossing safety audits, Australian Level Crossing Assessment Model (ALCAM) assessments and training practices.

KEY DELIVERIES

Level Crossing Safety – ALCAM Assessments

- Provide specialist technical support with the development and monitoring of data management systems used for the storage of railway crossing asset information.
- Conduct, recommend and monitor level crossing safety assessments and reviews.
- Conduct, recommend and monitor ALCAM assessments.
- Carry out level crossing management system analyses and recommend system improvements.
- Develop, recommend and monitor level crossing safety assessment training programs.
- Develop, recommend and monitor corrective action requests for road asset improvements.
- Facilitate the implementation of policy and guidelines.
- Produce, maintain and publicise railway crossing safety information.
- Manage level crossing safety assessment accreditation systems.

Contract Co-ordination

- Provide specialist technical support with initiation and management of contracts for ALCAM assessments.

Stakeholder Relationships

- Respond to requests for railway crossing safety information from internal and external stakeholders and the community.
- Draft advice to stakeholders, including Government on Main Roads railway crossing safety policies and guidelines.
- Participate on external committees and working parties and workshops.

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** LEVEL CROSSING SAFETY AND POLICY CO-ORDINATOR **LEVEL 6** **POSITION NO** P0062459

LEVEL CROSSING SAFETY OFFICER LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

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

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	
TOTAL			

SELECTION CRITERIA

ESSENTIAL:

- Considerable skill, knowledge and experience in:
 - road safety principles, standards and practices in a "Safe System" approach, and interpretation of the Road Traffic Code
 - performing ALCAM assessments and level crossing safety practices
 - research, analysis and problem solving
 - building and enhancing stakeholder relationships
 - written communication, report writing
- Knowledge of:
 - National and State road safety policies and strategies
 - policies and practices 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.
- Track Access Permit.

CERTIFICATION

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

SIGNATURE  DATE 2/2/17
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  DATE 2/2/17
EXECUTIVE DIRECTOR Metro + Southern Regions

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

SIGNATURE  DATE 3/2/17
MANAGER HR BUSINESS