

JOB ROLE STATEMENT

RESEARCH AND DATA CO-ORDINATOR LEVEL 6

DIRECTORATE PLANNING AND TECHNICAL SERVICES
BRANCH ROAD SAFETY

POSITION NO P0063177 / P0070029

KEY RESPONSIBILITIES

Co-ordinate specialist road safety research and data analysis that informs and enables the safe management of the state road network.

KEY DELIVERIES

Data Analysis, Research and Evaluation Management

- Co-ordinate specialist road safety research and data analysis of large datasets including manipulation and analysis of data using advanced statistical software, such as: SPSS, STATA, SAS, etc.
- Provide specialist advice and support on research, data analysis and related issues.
- Co-ordinate and review projects for road safety research and evaluation.
- Prepare complex analytical reports with road safety insights enabling the making of strategic decisions.
- Co-ordinate the development, maintenance and improvement of processes and procedures to meet stakeholder requests for road safety information.
- Manage work of 'research fellows' within agreed allocations to achieve agreed outcomes.
- Develop briefs for research and evaluation to be undertaken by external researchers.
- Review and evaluate research literature and analysis software and methods for application by Main Roads.

Road Safety Performance

- Review and validate insights on road safety trends to highlight emerging issues for consideration by Main Roads.
- Contribute to the road safety priority setting and planning to inform road safety programs to achieve agreed outcomes.
- Co-ordinate the collection of data for road safety performance indicators for Main Roads.

Policy and Planning

- Co-ordinate the identification of emerging issues and trends relevant to the development of road safety policy and safety funded programs.

Leadership and Management

- Project manage internal resources, external consultants or contractors and lead working groups.
- Manage financial, technological, physical and other resources within agreed allocations to achieve agreed outcomes.
- Manage employee behaviour, performance and development.

Stakeholder Relationships

- Build and enhance collaborative working relationships with internal and external stakeholders.
- Represent Main Roads on external committees, 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

ROAD SAFETY RESEARCH AND EVALUATION MANAGER

LEVEL 7

POSITION NO
P0070028

RESEARCH AND DATA CO-ORDINATOR LEVEL 6

POSITIONS UNDER DIRECT SUPERVISION

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

ALL POSITIONS UNDER CONTROL

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Road Safety Data Analyst	LEVEL 5	Salaried	1
Road Safety Research Analyst	LEVEL 5	Salaried	1
TOTAL			2

SELECTION CRITERIA

ESSENTIAL:

- Substantial skill, knowledge and experience in:
 - design, development and implementation of statistical analysis
 - statistical programming using advanced analysis software such as SPSS, STATA, SAS, R, etc
 - data collection, complex databases and model development using data from various sources
 - building and enhancing stakeholder relationships
 - managing, financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
 - managing employee behaviour, performance and development
- Knowledge of:
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

DESIRABLE:

- A Degree in Statistics, or Mathematics, or Behavioural Science, or Public Health.

CERTIFICATION

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

SIGNATURE

.....
BRANCH/SECTION HEAD

DATE

14/9/17

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

SIGNATURE

.....
EXECUTIVE DIRECTOR

DATE

14/9/2017

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

SIGNATURE

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MANAGER HR BUSINESS

DATE

14/9/17