



Alliance Program Officer - State Government

Branch:	Alliances and Sponsorship
Directorate:	Transport Strategy and Reform
Position Number:	00025416
Classification:	Level 5
Physical Location:	140 William Street, Perth
Award/Agreement:	Public Service Award & Public Service and Government Officers CSA General Agreement

Department of Transport's vision is to have the best integrated and intelligent transport services and solutions for the State. We provide and enable safe, accessible and efficient movement for the economic and social prosperity of Western Australia.

The Department forms part of the Transport portfolio and includes Main Roads WA and the Public Transport Authority.

Our Values:

We welcome [Fresh Thinking](#) and finding better ways of working

We set [Clear Direction](#) and have the courage to follow through

We work together to deliver [Excellent Service](#)

We make things happen through our [Great People](#)

Department of Transport (DoT) is an equal opportunity employer and embraces diversity as we believe the best services come from a workplace in which varied viewpoints are welcomed and encouraged.

Overview of Directorate

The Transport Strategy and Reform Directorate exists to provide transport solutions to optimise the current and future use of the transport system for people and freight through regulation, incentives, charges, information and influence to minimise congestion, improve access and enhance freight efficiency to benefit the WA community.



Overall Purpose of the Role

- Work with other agencies and stakeholders to build capacity to contribute to the mitigation of congestion, through the development and implementation of partnerships and alliances, and seek support for Transport Portfolio congestion policy positions.
- Coordinate delivery of travel behaviour change programs.

Work Description

- Works with other agencies and stakeholders in government, the private sector and not for profit organisations to integrate existing programs and identify and facilitate partnership opportunities including funding, resourcing and sponsorship opportunities.
- Contributes to the development of new and revised projects and project teams as required, including the Travel Change Schools program.
- Leads, coordinates and contributes to projects and project teams as required, including the Travel Change Schools program.
- Coordinates delivery of the Travel Change Schools program and seeks opportunities to leverage the activities of this program into broader travel behaviour change strategies and programs.
- Coordinates the integration of the Travel Change Schools program into broader behaviour change strategies and programs as well as related grants schemes including the Connecting Schools grants scheme.
- Conducts research and evaluations to support provision of advice, particularly in regard to program design/delivery and capacity building.
- Identifies opportunities and challenges for travel behaviour change initiatives.
- Contributes to innovative and creative sponsorship and alliance discussions and strategies that impact on transport congestion mitigation.
- Develops, coordinates and disseminates relevant stakeholder correspondence including departmental and Ministerial correspondence, technical reports, submissions, public discussion documents and other day to day communications as required.
- Provides advice and/or coordinates the development of information resources such as training and procedures manuals, brochures, articles and media releases to assist in the promotion and implementation of travel behaviour change programs, as appropriate.
- Represents the Department of Transport at media events, school assemblies, on committees, and at conferences and meetings with parents, schools, not for profit organisations and local, state and federal authorities in relation to the Travel Change Schools programs as required.
- Monitors and evaluates the behaviour change component of programs, including the Travel Change Schools program, for continuous improvement purposes and to ensure delivery is in accordance with the Department's Risk Management Plan and reviews and updates the Risk Management Plan as required.
- Maintains contemporary knowledge of congestion management and behaviour change material.
- Participates in the work of the Branch to support achievement of its goals, including participating in other duties as required.



Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

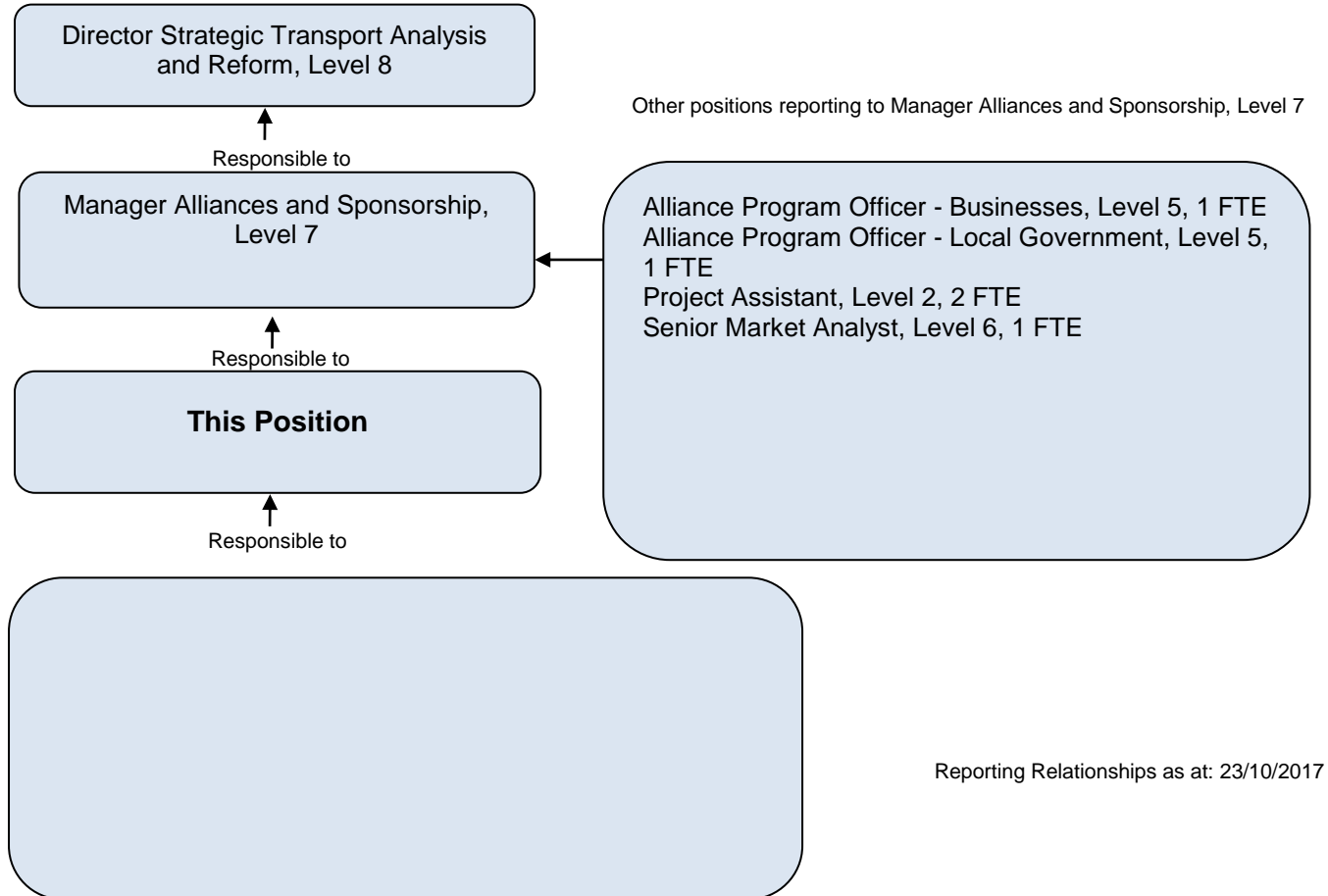
1. Experience in the development, implementation and evaluation of behaviour change programs.
2. Sound research, analytical and conceptual skills.
3. Well-developed written communication skills, including the ability to prepare material for publication.
4. Sound project management (including budget and risk management) skills, with good planning and organisational skills and the ability to meet deadlines with minimal supervision.
5. Well-developed interpersonal and verbal communication skills including presentation and group facilitation skills.
6. Ability to develop and sustain strong stakeholder relationships including consultation skills in the context of engaging Government, local government and the community in behaviour change initiatives.

DESIRABLE:

Nil



Reporting Relationships



Allowances/Special Conditions

NIL

Certification

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

**Executive Director
People and Organisational Development**