



Policy and Projects Officer

Branch:	Policy and Regulation
Directorate:	On-demand Transport
Position Number:	00025697
Classification:	Level 5
Physical Location:	Brown Street, East 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 On-demand Transport Business Unit regulates on demand transport (OdT), or vehicles for hire and reward including taxis and small charter vehicles, in accordance with State legislation. Our staff administer licences, industry grants, and travel subsidies; develop policy; analyse data to monitor and respond to regulatory risk, and; provide education and compliance actions.

The industry is in a period of transformation worldwide with new entrants utilising digital technology to offer differing service delivery models, which has changed customer behaviour and industry practices. The Business Unit is on a journey of significant reform to meet changing customer expectations, including the drafting of new legislation.

The mission of the OdT Regulator is to motivate on-demand transport providers to deliver safe and accessible services for the community. We will achieve this through growing the capability of our people and systems to effectively collect, analyse and use data and evidence to enable monitoring and proactive responses to emerging risks through engagement, education, and enforcement with industry without unnecessary regulatory burdens.



Overall Purpose of the Role

Develops and manages projects consistent with the On-demand Transport Business Unit's Business Plan.
Develops, implements and evaluates policy associated with on-demand transport.

Work Description

1. PROJECT COORDINATION

- 1.1 Plan and prioritise projects.
- 1.2 Participates in project teams to implement the business unit's work program.
- 1.3 Prepares and presents reports and briefing papers on on-demand transport issues.

2. STAKEHOLDER INTERACTION AND CONSULTATION

- 2.1 Consults with stakeholders in the formulation and implementation of on-demand transport policies, strategies and plans.
- 2.2 Represents the Department at forums and on working groups and committees in relation to on-demand transport research and policy development.

3. POLICY

- 3.1 Formulates, implements and evaluates policies, strategies and plans to achieve on-demand transport objectives.
- 3.2 Makes recommendations in relation to on-demand transport policies, strategies and plans.
- 3.3 Undertakes supporting research and analysis including qualitative and survey analysis and associated data processing.
- 3.4 Monitors and evaluates relevant transport issues.

4. OTHER

- 4.1 Drafts Departmental and Ministerial correspondence.
- 4.2 Undertakes 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:

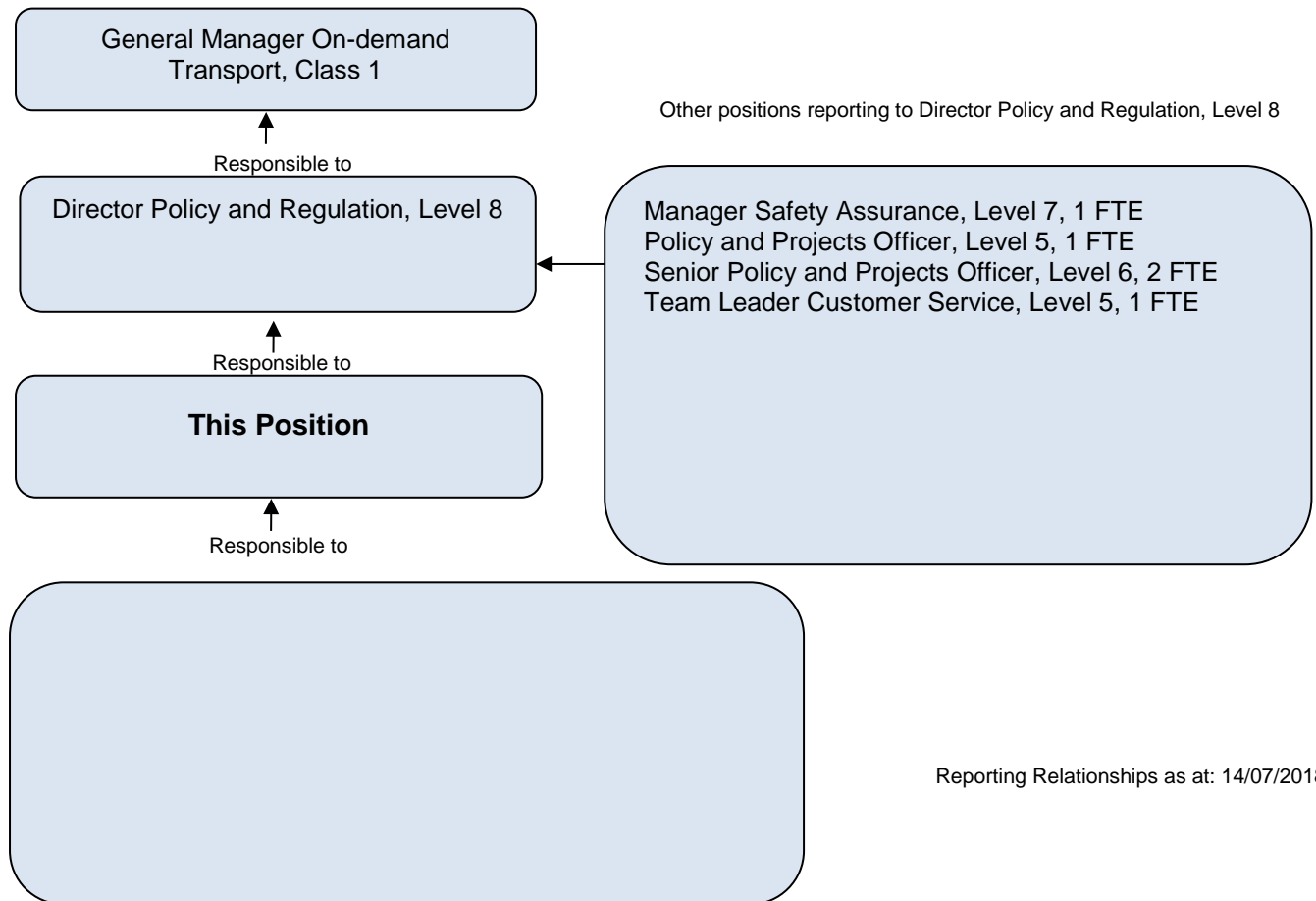
1. The ability to conceptualise and formulate policies, strategies, reports and plans.
2. Sound written and oral communication and interpersonal skills, with the ability to relate effectively with a range of stakeholders.
3. Well developed research and analytical skills.
4. Proven ability to plan, prioritise and manage projects and activities.
5. Ability to work effectively within a team environment and contribute to the achievement of results through being agile, curious and solutions focused.

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**