

## JOB ROLE STATEMENT

### HEAVY VEHICLE ROUTE ASSESSMENT TEAM LEADER LEVEL 4

DIRECTORATE METROPOLITAN AND SOUTHERN REGIONS  
BRANCH HEAVY VEHICLE SERVICES – ACCESS SECTION POSITION NO P0063047

#### KEY RESPONSIBILITIES

Supervise a team of Heavy Vehicle Services Officers (HVSO) performing route assessment for Restricted Access Vehicles (RAV) i.e. 'road trains' access to the Western Australian road network. Provide guidance and advice on all aspects of route assessment including advice to transport operators.

#### KEY DELIVERIES

##### RAV Route Assessment

- Supervise the team of HVSO in the technical assessment of RAV i.e. road trains' access to the Western Australian road network and the provision of advice to transport operators in a customer focused manner.
- Review and advise on RAV access to the State's road network, major road network projects and road network extensions and expansions.
- Review and maintain RAV route network data for reporting and external publications.
- Act as 'out of hours' contact person for RAV incidents and detours.

##### Leadership and Management

- Supervise employee behaviour, performance and development.
- Provide team leadership and commitment for the provision of customer focused service.
- Provide advice to internal and external stakeholders.
- Contribute to business improvement projects and promotion of operational policy.
- Prepare relevant information and data for monthly reporting.
- Develop and maintain guidelines to improve work processes and practices.
- Maintain working knowledge of the Road Traffic Act, Road Traffic (Vehicles) Act, Road Administration Act, and Road Traffic Code.

##### Stakeholder Relationships

- Build and maintain effective working relationships with all other internal and external stakeholders.
- Build and enhance collaborative working relationships with team members and stakeholders across HVS Branch.

The incumbent of the position may be required to work some after hours and weekend shifts.

The Heavy Vehicle Access Section business hours are:

- Monday-Friday from 7:00am – 6:00pm.
- Saturdays and Sundays from 7:00am – 3:30pm
- WA Public Holidays from 7:00am – 3:30pm.

#### SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities 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

HEAVY VEHICLE ACCESS POLICY CO-ORDINATOR

LEVEL 5

POSITION NO

P0063136

# HEAVY VEHICLE ROUTE ASSESSMENT TEAM LEADER LEVEL 4

**POSITIONS UNDER DIRECT SUPERVISION**

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

TITLE and LEVEL  
Heavy Vehicle Services Officer                      LEVEL 3

**ALL POSITIONS UNDER CONTROL**

State number of positions only

CATEGORY                      NUMBER  
Salaried, Wages                      up to 5

TOTAL                      Up to 5

**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**

**ESSENTIAL**

- Sound skill, knowledge and experience in:
  - interpreting and applying legislations, policies and procedures in a regulatory environment
  - technical assessment practices
  - research, analysis and problem solving
  - provision of customer focused service
  - building and enhancing stakeholder and customer relationships
  - supervision of employee behaviour, performance and development
- Knowledge of:
  - road network of Western Australia and restricted access vehicles
  - Road Traffic Act, Road Traffic (Vehicles) Act, Road Administration Act and regulations
  - 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 Business.

**OTHER REQUIREMENTS**

**Appointment to this role is also subject to:**

- Applicant's willingness and ability to act as the 'out of hours' contact person for the Access Branch.

**CERTIFICATION**

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

SIGNATURE

.....  
BRANCH/SECTION HEAD

DATE

2.07.2017

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

SIGNATURE

.....  
EXECUTIVE DIRECTOR *Metropolitan + Southern Regions*

DATE

3/7/18

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

SIGNATURE

.....  
MANAGER HR BUSINESS

DATE

4/7/18