JOB ROLE STATEMENT

MANAGER ASSET MANAGEMENT AND ROAD PROGRAMS

LEVEL 8

DIRECTORATE  METROPOLITAN AND SOUTHERN REGIONS
BRANCH     METROPOLITAN REGION

POSITION NO P0055943

KEY RESPONSIBILITIES

Undertake the role of Project Owner for the Metropolitan region to ensure the Regions asset management and operational requirements are met. Oversee and lead the development, implementation and monitoring of plans, programs and systems for the efficient and effective management, preservation, improvement and expansion of the road network (including structures). Oversee and lead the delivery of structural rehabilitation and maintenance projects. Manage the Region’s programs ensuring maximum annual expenditure of funds.

KEY DELIVERIES

Project Owner

• Direct project initiation through to authorisation and provide subject matter expertise in developing the initial project scope and charter ensuring the Regions requirements are met.
• Ensure the effective transfer of the project’s deliverables in to the operational and asset management phases after project closure.

Program Management

• Manage development and submission of safety related programs (Black Spot, Road Trauma Trust Program) preservation, improvement and expansion plans and Programs for funding.
• Assess project variations, viability and impact on the programs and arrange funding re-allocations within the overall Regional Budget.
• Manage implementation of the Programs to maximise annual expenditure of funds.
• Co-ordinate development and approval of the Local Road Program.
• Manage implementation of the Local Road Program through the Regional Road Group.

Asset Management

• Manage the monitoring, assessment and reporting of the Metropolitan network against agreed levels of service, intervention standards, environmental and product standards.
• Manage the identification of gaps and deficiencies and development of solutions and priorities to optimise the performance of the regional network consistent with agreed levels of service, intervention standards, environmental and product standards.
• Manage the analysis of data and the use of corporate support tools for road network planning.
• Develop and maintain the Regional Road Network Plan and Asset Link Plans and monitor their implementation.
• Manage development of the Ten Year Road Program and Annual Program submissions.
• Oversee the access to the Metropolitan road network by ‘Others’ to ensure that the Main Roads’ and the Region’s on going asset management and maintenance requirements are achieved.
• Ensure the corporate road asset inventory accurately reflects the condition of the Metropolitan asset and provides for appropriate asset management decision making by the Region into the future.
• Contribute to the development, maintenance and improvement of asset planning, management processes and systems.

Leadership and Management

• Contribute to the development, management and implementation of the Region’s Business Plan.
• Manage financial, technological, physical and other resources to meet agreed budget and performance levels.
• Manage employee behaviour, performance and development.

Stakeholder Relationships

• Undertake consultation and liaison with key stakeholders (e.g. customers, the community, other agencies and Local Government) on planning matters and asset management plans, programs and interventions.
• Build and enhance ongoing working relationships with internal delivery and service stakeholders to negotiate agreeable outcomes to meet the Region’s requirements.
• Provide advice to stakeholders and prepare responses to ministerial enquiries, media contacts and community issues.
• Represent Main Roads on the Regional Road Group Technical Officers’ Group.

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
DIRECTOR METROPOLITAN OPERATIONS

LEVEL 9

POSITION NO P0060319
MANAGER ASSET MANAGEMENT AND ROAD PROGRAMS LEVEL 8

POSITIONS UNDER DIRECT SUPERVISION

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

<table>
<thead>
<tr>
<th>TITLE and LEVEL</th>
<th>POSITION No</th>
<th>CATEGORY</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Planning Manager</td>
<td>LEVEL 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset Manager (Strategic)</td>
<td>LEVEL 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset Manager (Operational)</td>
<td>LEVEL 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset Manager Structures</td>
<td>LEVEL 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road Reserve Access Manager</td>
<td>LEVEL 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Manager</td>
<td>LEVEL 6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 29

ALL POSITIONS UNDER CONTROL

State number of positions only

TOTAL 29

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

ESSENTIAL:

- Extensive skill, knowledge and experience in:
  - road infrastructure program development and management in a large infrastructure delivery organisation
  - asset management planning
  - two or more of road and/or bridge planning, design, construction or maintenance
  - managing financial, technological, physical and other resources within agreed allocations
  - building and enhancing stakeholder relationships
  - managing employee behaviour, performance and development

- Knowledge of:
  - 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 Degree in Civil Engineering.

CERTIFICATION

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

   SIGNATURE
   BRANCH/SECTION HEAD
   DATE 17/4/2018

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

   SIGNATURE
   EXECUTIVE DIRECTOR MOREE & SOUTH Regions
   DATE 17/4/18

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

   SIGNATURE
   MANAGER HR BUSINESS
   DATE 19/4/18