

JOB ROLE STATEMENT

COMPLIANCE DATA OFFICER LEVEL 3

DIRECTORATE METROPOLITAN AND SOUTHERN REGIONS
BRANCH HEAVY VEHICLE SERVICES **POSITION NO** P0061264

KEY RESPONSIBILITIES

Provide support with the implementation of compliance initiatives for the purpose of heavy vehicle management reporting and planning.

Monitor and report on the effectiveness of the compliance program for heavy vehicle transport on the Western Australian Roads network.

KEY DELIVERIES

Compliance Strategies

- Maintain and validate Transport Inspector's Daily Occurrence statistics for Road Transport Compliance Co-ordinator (RTCC).
- Provide technical support to Heavy Vehicle Transport Data Analyst (HVTDA) in gathering and maintaining transport data.
- Provide assistance to HVTDA with the preparation of patrol briefs for the Transport Inspectors.
- Contribute to the ongoing improvement of reporting and planning processes.
- Review data and report to HVTDA issues and non-compliance with Road Transport Compliance Section procedures.
- Undertake occasional on road operations including the use of the Weigh in Motion (WIM) device at static intercept exercises, as required.

Business Support

- Accurately record complaints, enquiries and responses relating to compliance matters.
- Provide support in the development of business improvement projects.
- Participate in continuous improvement and development of the Section's processes and practices.
- Process Travel Allowance submissions for Branch staff in a timely manner to ensure accuracy.
- Provide administrative support and advice to Transport Inspectors.
- Arrange and co-ordinate meetings including agenda, minutes and participants.

Stakeholder Relationships

- Liaise and assist in the provision of advice to internal stakeholders in relation to submission and analysis of Public Information Reports.
- Liaise with internal and external stakeholders including Department of Transport, Department of Mines, Industrial Regulations and Safety, WA Police, Local Government, transport industry and transport users on compliance matters.

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	POSITION NO
HEAVY VEHICLE TRANSPORT DATA ANALYST OFFICER	P0062441
LEVEL 4	

COMPLIANCE DATA OFFICER LEVEL 3

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

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

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaries, Wages	
TOTAL			

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

- Skill, knowledge and experience in:
 - research, analysis and problem solving
 - gathering and maintaining technical data
 - building and enhancing stakeholder relationships
 - use of computer and Microsoft Office applications
 - written communication, report writing
- Knowledge of:
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
 - legislative policies, standards and practices relevant to heavy vehicle operations
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

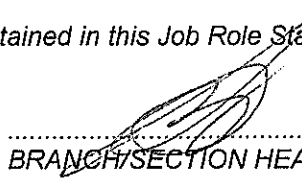
OTHER REQUIREMENTS:

Appointment to this position is also subject to the following:

- providing a current National Police Clearance


CERTIFICATION

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

SIGNATURE  DATE 12/3/19

BRANCH/SECTION HEAD

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

SIGNATURE  DATE 18/3/19

EXECUTIVE DIRECTOR METRO & Southern Regions

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

SIGNATURE DATE

MANAGER HR BUSINESS