

JOB ROLE STATEMENT

TRAFFIC SERVICES CO-ORDINATOR LEVEL 6

DIRECTORATE	NETWORK OPERATIONS		
BRANCH	TRAFFIC MANAGEMENT SERVICES	POSITION NO	VARIOUS

KEY RESPONSIBILITIES

Co-ordinate investigations, recommend, review and implement relevant policies, guidelines and practices that facilitate the safe and efficient use of the road and shared path network throughout Western Australia.

KEY DELIVERIES

Traffic Services

- Co-ordinate investigations, review and responses to traffic efficiency and road safety queries and requests relating to traffic signals, signage and pavement markings.
- Interpret and guide the implementation of Western Australian road and traffic legislative requirements.
- Provide specialist advice on options and/or solutions for road safety and efficiency improvements.
- Review and approve non-regulatory signage and pavement marking.
- Review and recommend regulatory approvals for signs, pavement marking and traffic signals.
- Develop and co-ordinate the delivery of minor improvement works.
- Co-ordinate the implementation of pavement markings and signs on the road network and accurate maintenance of records and databases for advertising, tourist, service and guide signs on the road network.
- Co-ordinate the provision of traffic services information and advice to stakeholders ensuring the consistent interpretation and implementation of Main Roads' regulations, policy and guidelines.
- Co-ordinate the identification of safety and efficiency deficiencies on the road network and provide solutions for inclusion into Main Roads' programs.
- Co-ordinate and/or review traffic models using industry standard software and recommend the most suitable model for implementation.
- Co-ordinate review of Development Applications (DAs) for traffic and safety issues.

Leadership and Management

- Co-ordinate a team of Traffic Services Officers and consultants to achieve agreed goals and objectives that meet the needs of various stakeholders and the public.
- Provide technical input to the development and improvement of Traffic Management Services policies and guidelines.
- Provide technical input to the development and deployment of relevant Austroads and Australian Standards for traffic management.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

Stakeholder Relationships

- Build and enhance professional working relationships with internal and external stakeholders.
- Provide technical advice to State and Local Government, other agencies and traffic engineering professionals on traffic engineering and road safety practices.
- Provide advice and prepare responses to ministerial/media enquiries, and community matters.
- Represent Main Roads on traffic and safety matters and practices.

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 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
TRAFFIC SERVICES MANAGER	LEVEL 7	VARIOUS

TRAFFIC SERVICES CO-ORDINATOR LEVEL 6

POSITIONS UNDER DIRECT SUPERVISION

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

TITLE and LEVEL	POSITION No
Traffic Services Officer	mix of LEVEL 4 and LEVEL 5

ALL POSITIONS UNDER CONTROL

State number of positions only

CATEGORY	NUMBER
Salaried, Wages	various

TOTAL

various

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

- Substantial skill, knowledge and experience in:
 - traffic engineering principles and practices including traffic design, planning, safety and modelling in a diverse range of road environments
 - traffic investigations, analysis and problem solving in a diverse range of road environments
 - building and enhancing stakeholder relationships
 - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
 - managing employee behaviour, performance and development
- Knowledge of:
 - Western Australian road and traffic legislation
 - policies and practices on Work Health and Safety, and on EEO, diversity and equity
- Possession of a current Western Australian 'C-A' Class (car) motor vehicle drivers' licence or an approved equivalent.

DESIRABLE:

- A Degree in Engineering or other relevant discipline.

CERTIFICATION

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

SIGNATURE


 BRANCH/SECTION HEAD

DATE

18/10/2020

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

SIGNATURE


 EXECUTIVE DIRECTOR

DATE

18/10/22

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

SIGNATURE


 MANAGER HR BUSINESS

DATE

20/10/22