

**JOB ROLE STATEMENT****PLANNING INFORMATION MANAGER  
LEVEL 6**

**DIRECTORATE** PLANNING AND TECHNICAL SERVICES  
**BRANCH** ROAD PLANNING

**POSITION NO** P0061530

**KEY RESPONSIBILITIES**

Manage road planning information spatial services using Computer-Aided Design (CAD) and geospatial information and records management systems (ArcGIS, Micro Focus Content Manager) ensuring the information currency, storage, security and dissemination to the public and other internal and external stakeholders in a customer focused manner.

**KEY DELIVERIES****Planning Information Systems**

- Develop procedures, systems, standards and guidelines for the development, storage and retrieval of road planning information and maps using CAD and geospatial information and records management systems (ArcGIS, Micro Focus Content Manager).
- Manage planning information integrity and availability using CAD and geospatial information and records management systems (ArcGIS, Micro Focus Content Manager), in liaison with Department of Transport (DoT) and Department of Planning, Lands, Heritage (DPLH).
- In collaboration with DoT / DPLH, manage the incorporation of minor changes to State road reservation plans into statutory planning schemes, such as Metropolitan Region Scheme Peel Region Scheme, Greater Bunbury Region Scheme.
- Review the integrity of planning information using CAD and geospatial information and records management systems (ArcGIS, Micro Focus Content Manager) to ensure consistency with Main Roads planning standards and guidelines.
- Manage the planning information structure/architecture in the system to ensure reliability of on demand access and of consistency of outputs in systems and processes used across Main Roads.

**Planning Enquiries**

- Prepare specialist advice and responses to public enquiries and requests for road planning information including to other internal and external stakeholders.
- Provide specialist advice and response to land-use zoning and statutory strategic planning proposals, including internal referrals allocated in accordance with the Planning Information Responsibility Matrix.
- Review and respond to statutory planning referrals and scheme amendments which relate to the State road network.
- Provide specialist advice/input for the development and evaluation of planning information design concepts for resolution of urgent planning issues.

**Specialist Training**

- Manage research of background planning information and technical support services to the Road Planning Branch (RPB) in using CAD and geospatial information and records management systems.

**Leadership and Management**

- Provide specialist advice/input for the development and achievement of the Branch key performance indicators.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

**Stakeholder and Community Relationships**

- Undertake consultation and liaison with other areas of Main Roads to ensure Section activities are consistent with corporate policies and objectives and compatible with activities of other areas.
- Undertake consultation and liaison with key external stakeholders and the community to ensure planning information services are meeting customer needs.

**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 nominated 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

STATUTORY ROAD PLANNING MANAGER

LEVEL 7

POSITION NO

P0063108

## PLANNING INFORMATION MANAGER LEVEL 6

**POSITIONS UNDER DIRECT SUPERVISION**

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

**ALL POSITIONS UNDER CONTROL**

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Planning Information Officer	LEVEL 4	Salaried, Wages	1
<b>TOTAL</b>			1

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

**ESSENTIAL:**

- Substantial skill, knowledge and experience in:
  - managing technical planning information in a large corporate geospatial and records management information systems
  - the use of Computer-Aided Design (CAD) software
  - strategic and/or statutory planning processes
  - 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:
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

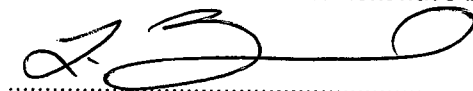
**DESIRABLE:**

- A Degree in Engineering or Spatial Sciences (e.g. Urban and Regional Planning, Surveying, Geography, Cartography/Mapping).

**CERTIFICATION**

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

SIGNATURE

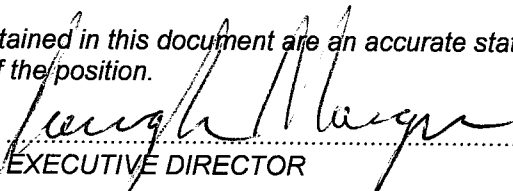


BRANCH/SECTION HEAD

DATE 27-05-2022

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

SIGNATURE

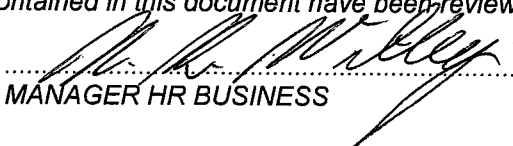


EXECUTIVE DIRECTOR

DATE 27/5/22

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

SIGNATURE



MANAGER HR BUSINESS

DATE 27/5/22