

## JOB ROLE STATEMENT

### PLANNING ASSESSMENT OFFICER LEVEL 4

DIRECTORATE  
BRANCH

OFFICE OF MANAGING DIRECTOR  
ROAD ACCESS AND PLANNING

POSITION NO

VARIOUS

#### KEY RESPONSIBILITIES

Provide technical support for the formal assessment and review of planning referrals in liaison with stakeholders and applicants, including responses to general planning enquiries.

#### KEY DELIVERIES

##### Planning Referrals and Enquiries

- Provide technical support for the formal assessment and review of planning referrals, within statutory timeframes.
- Research/investigate relevant information and respond to requests relating to planning matters.
- Provide technical support with assessment and respond to statutory planning referrals that impact on proclaimed or Primary Regional roads.
- Provide technical support with assessment and respond to Town Planning Scheme amendment proposals.
- Facilitate the review of statutory planning referrals by other areas within Main Roads to ensure the provision of complete and consistent responses to planning enquiries and statutory planning referrals.
- Provide support on formal planning forums such as Joint Development Assessment Panel (JDAP), State Administrative Tribunal (SAT) and working groups.
- Provide technical support with road planning matters across Main Roads.

##### Planning Information Systems

- Provide technical support with maintenance of planning information systems and data, including:
  - maintenance of systems, standards and guidelines for the preparation, storage and retrieval of the road network maps, route plans and other planning information
  - maintenance of planning information to specified standards of accuracy and currency

##### Stakeholder Relationships

- Collaborate with other customer service areas within Main Roads, and with other Government agencies to enable consistent responses to planning enquiries and development applications.
- Build and enhance professional working relationships with internal and external stakeholders including the community regarding planning information enquiries and issues.

#### 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  
PLANNING ASSESSMENT CO-ORDINATOR

LEVEL 6

POSITION NO  
P0070123 OR P0070124

## PLANNING ASSESSMENT OFFICER LEVEL 4

**POSITIONS UNDER DIRECT SUPERVISION**

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

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

**ALL POSITIONS UNDER CONTROL**

State number of positions only

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

- Sound skill, knowledge and experience in:
  - statutory planning processes
  - planning applications assessment and review
  - research, analysis and problem solving
  - building and enhancing stakeholder relationships
  - written communication
- Knowledge of:
  - planning information systems
  - traffic and transport planning
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

**DESIRABLE:**

- A Diploma in Civil or Structural Engineering or Planning 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

9/2/2022

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

SIGNATURE

A/ EXECUTIVE DIRECTOR METRA &amp; Southern Regions

DATE

10/2/2022

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

SIGNATURE

MANAGER HR BUSINESS

DATE

10/2/22