

# JOB ROLE STATEMENT

## TRAFFIC SIGNAL OPERATIONS PLANNING CO-ORDINATOR LEVEL 6

DIRECTORATE  
BRANCH

NETWORK OPERATIONS  
CONGESTION AND MOVEMENT

CATEGORY 1  
POSITION NO P0070745

### KEY RESPONSIBILITIES

Develop and co-ordinate the implementation of the traffic signal operations strategy, including policies, processes and guidelines that will improve the efficiency and safety of the existing road network as part of an integrated transport system. Provide specialist advice in traffic signal operations and develop internal staff capability and technical competence in signal timing configuration.

### KEY DELIVERIES

#### Traffic Signal Operations Planning

- Develop the Traffic Signal Operations Strategy and co-ordinate the research, and development of policies and guidelines associated with the strategy in order to effectively manage traffic signal operations on the road network.
- Provide specialist advice for standards, systems and policies regarding signal operation.
- Ensure traffic signal timing configuration adhere to guidelines and policy, by undertaking system audits and recommending remedial action, where required.
- Review signal timing operation processes for the capability to meet current and future operational objectives.
- Develop and maintain processes for traffic signal timing optimisation and audit reviews.
- Co-ordinate inter-agency activities associated with traffic signal operations to foster closer integration with broader planning objectives.

#### Training and System Access

- Facilitate the retention of required knowledge levels for service delivery of traffic signal operations.
- Develop and facilitate the traffic signal operations training program to upskill and maintain team and individual competence in traffic signal operation.
- Determine individual staff level of competence in traffic signal operation and facilitate appropriate level of access with the System owner.
- Ensure the effectiveness and consistency of traffic signal operation access across multiple teams and individual staff members.

#### Leadership and Management

- Provide technical guidance in development and implementation of Traffic Signal Operations policies, strategies and associated guidelines to achieve corporately agreed visions and targets.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

#### Stakeholder and Community Relationships

- Build and enhance professional working relationships with internal and external stakeholders.
- Engage with internal and external stakeholders on traffic signal operation matters.
- Represent the Manager and contribute to the relevant Austroads and other national projects/committees.
- Represent the Manager on external committees, working parties, public meetings and workshops.
- Prepare advice for Main Roads on network operations policy and strategy.

### 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  
NETWORK OPERATIONS PLANNING MANAGER

LEVEL 7

POSITION NO  
P0063039

# TRAFFIC SIGNAL OPERATIONS PLANNING CO-ORDINATOR 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
<b>TOTAL</b>			_____

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

- Substantial skill, knowledge and experience in:
  - use of traffic signal systems in large urban and congested environment, including the application of road traffic flow theory within traffic signal operations
  - traffic signal system controller personality programming and testing
  - developing and delivering technical training program and competence assessment
  - 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:
  - network performance measurement and analysis
  - selective vehicle detection and functional operation with traffic signal system
  - 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, Traffic/Transport Engineering, Computer Programming 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

26/10/2021

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

26/10/21

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

SIGNATURE

MANAGER HR BUSINESS

DATE

28/10/21