



Job Description Form – Principal Planning and Engineering Officer

Position Number:	00025384	Division:	Strategy and Engagement
Classification:	SCL4	Reports to:	Engineering Manager, SCL5
Leadership Context:	Leading Others	Direct Reports:	6
ANZSCO:	233215		

Description

The Principal Planning and Engineering Officer is responsible for leading and managing the day-to-day operation of transport and road planning projects and high level stakeholder engagement.

The Principal Planning and Engineering Officer leads the strategic development of policy and projects relevant to the branch and provides high level advice on engineering practices and standards and policy issues as it relates to transport planning.

Responsibilities

Leadership and Management

- Leads the engineering and road design activities of the branch formulating, preparing and implementing transportation plans, policies and studies for strategic planning including the leadership and coordination of the professional and support staff.
- Manages sensitive and complex transport projects, urban transport network and corridor planning with a focus on design concepts, land reservation requirements.
- Leads statutory processes for transport reservations such as Metropolitan Region Scheme amendments for regional roads, including the consultation processes and environmental and planning approvals.
- Coordinates capital investment assessments and budgetary planning for urban transport infrastructure.

Strategic Advice

- Prepares Ministerial and Departmental briefs and responds to correspondence.
- Researches, formulates, monitors and reviews relevant policies, strategies, guidelines and innovative practices and assesses their relevance to the Department and State.
- Provides technical advice and recommendations on transport modelling, traffic engineering, transport planning and road design matters to a range of stakeholders both internally and externally.



Relationship Management

- Presents reports to the Western Australian Planning Commission (WAPC) and its standing committees.
- Liaises at senior level with internal and external stakeholders including participating on working parties and committees and appearing at hearing of the State Administrative Tribunal (SAT) where appropriate.

Administrative

- Makes decisions in accordance with the Western Australian Planning Commission (WAPC) Notice of Delegation for various planning functions and comments on non-statutory planning proposals.

Other

- Applies Equal Opportunity and Diversity, Work Health and Safety and ethical principles/practices in all aspects of this role.
- Encourages and supports a safe workplace environment.
- Applies curiosity and performs other duties as required.
- Demonstrates the expected behaviours of the leadership context for this role.

Special Requirements

All Department positions require a national police check conducted.

Requirements

Extensive skills, knowledge and experience and proficient in:

- Transport planning, traffic engineering, traffic modelling and road design.
- Preparing and/or reviewing traffic and transport reports and providing specialist technical advice and recommendations to a range of stakeholders.
- Project management and contract management.
- Proven capacity in building and enhancing stakeholder relationships in a multidisciplinary environment, using effective negotiation and facilitation skills to achieve positive outcomes
- A degree in Civil Engineering, Traffic or Transport Engineering or an approved equivalent, eligible for corporate membership of the Institution of Engineers.
- Demonstrate the behaviours within the leadership context of Leading Others as outlined below.



Behaviour Expectations

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of [Leading Others](#) for this position.

Lead collectively	You lead adaptively by acknowledging the impact of your work style on others in your team.
Think through complexity	You support your team or work group to take a solutions focused approach, intervening only when necessary with technical knowledge to ensure application of robust knowledge and customer orientation.
Dynamically sense the environment	You approach crucial conversations with consideration and confidence and discuss issues and problems thoughtfully.
Deliver on high leverage areas	You identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.
Build capability	You clarify your expectations of those in your team; monitor their performance; and support their growth and development through feedback, on the job training, coaching and other opportunities.
Embody the spirit of public service	You lead by example, promoting and role modelling behaviours and respect for others in all aspects of your work, thereby protecting your reputation and that of your team or work area, agency and the sector.
Lead adaptively	You share your learnings, encouraging an environment of continuous learning and growth.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.

Registration Date	11 March 2024	Registering Officer	Kylie O'Neill <i>K O'Neill</i>
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