JOB ROLE STATEMENT

NETWORK OPERATIONS PLANNING CO-ORDINATOR
LEVEL 6

DIRECTORATE   NETWORK OPERATIONS
BRANCH   CONGESTION AND MOVEMENT   *POSITION NO*   VARIOUS

KEY RESPONSIBILITIES

Develop, review and implement a scheme of processes and guidelines for planning efficient and safe road network operations as a part of an integrated transport system and keeping in line with Government's Movement and Place Framework and corporate objectives, Austroads Standards, and stakeholders and community needs. Draft policy documents for network operations planning schemes.

KEY DELIVERIES

Network Operations Planning

- Develop, review and implement a scheme of processes and guidelines for planning the efficient and safe road network operations.
- Co-ordinate inter-agency and stakeholder consultative processes involving Subject Matter Experts (SMEs) to review performance of network operations planning including inputs to policies, processes, and guidelines.
- Provide specialist advice, reasoned recommendations and innovative solutions to complex and sensitive network operations planning issues based on comprehensive research and analysis.
- Provide specialist input to the strategic alignment, development and implementation of network operations planning framework and within resourcing limits, and timelines.
- Co-ordinate, manage and maintain centralisation for approval, dissemination and review of new policies, processes, and guidelines within the Network Operations Directorate (NOD) and to external stakeholders.
- Provide specialist input in the planning of customised network operations scenarios(set-ups) on request from organisational stakeholders by developing and applying ITS technologies such as Smart Freeways (SF) and network operations planning practices.

Research, Advice and Recommendations

- Research, investigate, review and provide specialist advice on interpretation of national (including Austroads) and international network operations planning practices and traffic management policies and translate the relevant parts into Main Roads' network operations planning processes and guidelines.
- Research, review and translate the emerging technologies and road network operations schemes including SF and ITS technologies into Main Roads' network operational planning guidelines and operations strategies.
- Research and prepare technical reports based on national and international Integrated Transport Policies, for relevance to Main Roads and recommend opportunities for inclusion and alignment with related documents as applicable to core functions of NOD.
- Provide specialist input to the development and implementation of operational and planning policies, processes and guidelines that support core functions and responsibilities of NOD Traffic Management Services Branch, and Traffic and Road Network Performance Branch.
- Provide specialist advice on interpretation of relevant Austroads Standards and implementation to NOD network operations plans.

Capability Gaps and Training

- Identify, maintain an intermediate knowledge gaps and facilitate workforce learning and development needs in applying NOD Planning policies, processes and guidelines.
- Develop and maintain an intermediate level of knowledge of the training requirements to upskill relevant teams and individuals.
- Facilitate meetings, presentations and training to external agencies and stakeholder groups on relevant policies, processes and guidelines, and development applications.
- Design and manage up to date training manuals for Traffic Signals, SF and other ITS technologies.

Leadership and Management

- Provide input in setting priorities aligned to the NOD Business Plan and prepare and develop processes and guidelines as required.
- 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 and collaboration with diverse range of internal and external stakeholders to support Main Roads network planning objectives and outcomes.
- Represent the Manager on internal committees, working groups and workshops, Austroads, national projects and committees.

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		POSITION NO
NETWORK OPERATIONS PLANNING MANAGER	LEVEL 7	P0063039

NETWORK OPERATIONS PLANNING CO-ORDINATOR
LEVEL 6

POSITIONS UNDER DIRECT SUPERVISION	ALL POSITIONS UNDER CONTROL

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

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	
	TOTAL		

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

ESSENTIAL:

- Substantial skill, knowledge and experience in:
  - developing, reviewing and implementing policies, processes and guidelines for planning road network operations
  - traffic management principles and practices including traffic control systems and ITS technologies such as 'Smart Freeways'
  - network operations performance measurement and analysis
  - 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:
  - traffic signal system controller personality programming and testing
  - project and contract management
  - 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.
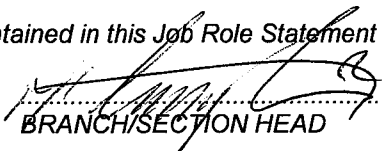
DESIRABLE:

- A Degree in Engineering (Electronic Engineering, or Traffic Engineering, or ITS), or other relevant discipline.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.
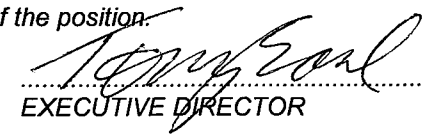
SIGNATURE .... DATE ...7/.11./.2022.....
         BRANCH/SECTION HEAD

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.
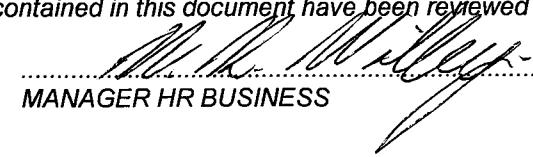
SIGNATURE .... DATE ...7/11/22.........
         EXECUTIVE DIRECTOR

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

SIGNATURE .... DATE ...11/11/22.......
         MANAGER HR BUSINESS