

# JOB ROLE STATEMENT

## PROJECT EVALUATION ANALYST LEVEL 6

**DIRECTORATE** OFFICE OF MANAGING DIRECTOR  
**BRANCH** BUDGET AND PROGRAM MANAGEMENT **POSITION NO** VARIOUS

### KEY RESPONSIBILITIES

Assess and recommend economic and project evaluation outcomes for major road and/or bridge infrastructure projects. Develop Business Cases for project proposals. Develop and implement systems, guidelines and procedures for effective project evaluation.

### KEY DELIVERIES

#### Economic Modelling and Project Evaluation

- Undertake project/economic analysis and preparation of Business Cases for significant transport, road and bridge projects.
- Review the work of specialist resources, where required, to support the development of complex Business Cases requiring detailed economic analysis and/or strategic, mesoscopic or microscopic transport modelling.
- Develop specialist advice for internal and external stakeholders on production and delivery of transport modelling outputs for Business Cases.
- Conduct scenario analysis to understand potential outcomes and impacts.

#### Research and Development

- Undertake technical research, development and maintenance of economic and project evaluation tools and methods for transport projects.
- Develop and maintain procedures and guidelines to ensure relevant stakeholders have access to latest economic evaluation methodologies and supporting specialist advice on all aspects of project evaluation.
- Manage critical information such as tracking economic modelling outputs and assumptions relating to project and economic evaluation to support reporting and decision making.
- Identify and support the implementation of project evaluation process improvements.

#### Leadership and Management

- Project manage the development of Business Cases for infrastructure projects, including leading the internal preparation of Business Cases and engagement of specialist consultants.
- Lead project teams for the analysis of, and Business Case preparation for, road infrastructure proposals or initiatives as required.
- Manage employee behaviour, performance and development.
- Manage financial, technological, physical and other resources with agreed allocations to meet agreed outcomes.

#### Stakeholder Relationships

- Build and enhance collaborative relationships with internal and external stakeholders e.g., Regional Offices, members of investment planning committees, Department of Treasury, Infrastructure WA.
- Liaise with internal and external stakeholders to facilitate project evaluation and the preparation of Business Cases.
- Engage with internal and external stakeholders to facilitate the understanding and significance of Main Roads' transport and economic modelling outputs.

### 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 PROJECT AND ECONOMIC EVALUATION MANAGER	LEVEL 7	POSITION NO P0070711
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## PROJECT EVALUATION ANALYST 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:**

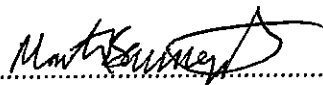
- Substantial skill, knowledge and experience in:
  - evaluation of major infrastructure projects, including economic analysis
  - preparing documentation on major infrastructure investment proposals, such as business cases and funding submissions
  - research and problem solving
  - building and enhancing stakeholder relationships
  - managing employee behaviour, performance and development
  - managing financial, technological, physical and other resources with agreed allocations to meet agreed outcomes
- Knowledge of:
  - management of critical information to support organisation’s reporting and decision making
  - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity

**DESIRABLE:**


- A Degree in Economics, or Commerce, or Civil Engineering, or other relevant discipline.

**CERTIFICATION**

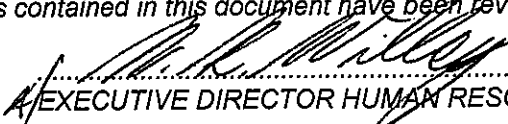
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 26/7/2024  
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 26.7.2024  
EXECUTIVE DIRECTOR

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

SIGNATURE  DATE 26/7/24  
EXECUTIVE DIRECTOR HUMAN RESOURCES