

JOB ROLE STATEMENT

INFRASTRUCTURE INVESTMENT PLANNING OFFICER LEVEL 5

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

KEY RESPONSIBILITIES

Provide specialist support in the implementation of policy and strategy for prioritising and funding road and/or bridge infrastructure investment proposals on the State road network. Prepare draft documentation to support road and/or bridge infrastructure investment planning and budget processes, including funding submissions. Provide specialist support in the preparation and periodic review of Main Roads' Strategic Asset Plan.

KEY DELIVERIES

Investment Planning and Evaluation and Governance Systems

- Provide specialist support in the following:
 - implementation of policy and strategy for prioritising and funding infrastructure investment proposals on the State road network
 - preparation of documentation to support infrastructure investment planning and budget processes, including funding submissions
 - assessment of road asset/network performance against defined measures and criteria to prioritise future infrastructure investment proposals and support the development of unfunded programs
 - evaluating infrastructure investment proposals, drawing on cost estimates, economic and financial analysis
 - data analysis to support the prioritisation and programming of infrastructure investment proposals
 - managing crucial information to support reporting and decision making in relation to infrastructure investment planning
 - various research, including into government priorities, strategic drivers and potential prioritisation methods, to inform infrastructure investment priorities and support process improvements
 - preparation and periodic review of Main Roads Strategic Asset Plan
- Provide advice and support to Main Roads staff in infrastructure investment planning systems, practices and products.
- Implement identified improvement actions to work processes and procedures within the Branch.

Stakeholder Relationships

- Build and enhance collaborative relationships with internal and external stakeholders e.g., Regional Offices, members of investment planning committees.
- Liaise with internal and external stakeholders to assist facilitating infrastructure investment prioritisation and funding.
- Liaise with internal and external stakeholders to assist the understanding of Main Roads investment planning processes.

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
INFRASTRUCTURE INVESTMENT PLANNING ANALYST	VARIOUS
LEVEL 6	

INFRASTRUCTURE INVESTMENT PLANNING OFFICER LEVEL 5

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			<hr/> <hr/>

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

ESSENTIAL:


- Considerable skill, knowledge and experience in:
 - evaluation of infrastructure proposals, including economic analysis
 - preparing documentation on infrastructure investment proposals, such as business cases and funding submissions
 - research and problem solving
 - building and enhancing stakeholder relationships
- 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:

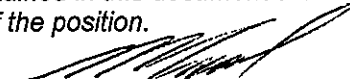
- A Degree in Economics, or Commerce, or Civil Engineering, or other relevant discipline.

CERTIFICATION

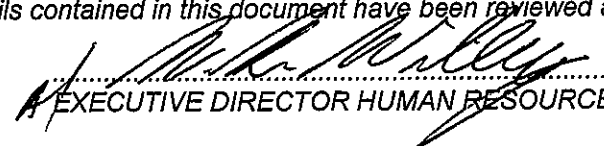
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

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 24.7.2024
 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