

**JOB ROLE STATEMENT****HEAVY VEHICLE ACCESS IMPROVEMENT CO-ORDINATOR  
LEVEL 5**

**DIRECTORATE** METROPOLITAN AND SOUTHERN REGIONS  
**BRANCH** HEAVY VEHICLE SERVICES – ACCESS SECTION **POSITION NO** P0063135

**KEY RESPONSIBILITIES**

Provide specialist technical advice, support services and co-ordination of access improvement programs, such as Intelligent Access Program (IAP), the WA Performance Based Standards (PBS) Scheme, Heavy Vehicle Incident Reporting Program (HVIRP), special projects and operational policy in relation to access solutions for Restricted Access Vehicles (RAV) to the State's road network.

**KEY DELIVERIES****Advice and Support Related to Network Access for RAV**

- Research, consult and recommend opportunities to ensure RAV Network consistency across Local Government boundaries.
- Research, consult and recommend priorities for road improvements in order to accommodate RAV access to the network.
- Provide specialist support in relation to complex route assessments for safety, access or infrastructure and development initiatives.
- Provide training and information sessions related to RAV access and network policy and issues.
- Provide specialist support to the Access Manager for the development and improvement of regulations, policy, processes and strategy.
- Prepare Ministerial responses, briefing notes, fact sheets, HVS Branch updates and other communication material.

**Business Related to Access Programs**

- Co-ordinate the development and delivery of administrative functions in relation to the WA Performance Based Standards (PBS) Scheme.
- Co-ordinate the development and enhancement of WA PBS Networks.
- Contribute to the continuous improvements relating to WA PBS Scheme processes and practices.
- Provide specialist support in relation to Intelligence Access Program (IAP) issues, data and systems.
- Co-ordinate the Heavy Vehicle Incident Reporting Program, ensuring appropriate corrective actions.
- Contribute to the development and implementation of business improvement projects.

**Co-ordination and Supervision**

- Supervise employee behaviour, performance and development.
- Co-ordinate the activities of the Heavy Vehicle Access Officers (HVAO) in relation to preparing PBS Scheme permits.
- Prepare relevant information and data for monthly reporting.
- Co-ordinate the development, implementation and review of guidelines to improve work processes and practices.

**Stakeholder Relationships**

- Ensure that appropriate network access planning support and advice is provided to other Main Roads' staff and external stakeholders including Transport Operators, Transport Industry bodies such as: the Western Roads Federation (WRF), Motor Trade Association (MTA), Livestock and Rural Transport Association (LRTA), West Australian Local Government Association (WALGA), Department of Transport, Minister's Office, Port Authorities, Mining companies and the general public.
- Maintain collaborative working relationships with key internal and external stakeholders including Transport Operators, Transport Industry bodies such as: WARTA, MTA, LRTA, Department of Transport, Local Government Authorities, Minister's Office, Port Authorities and Mining companies.
- Consult, liaise, negotiate and resolve Local Government, industry bodies and interest groups issues and future requirements relating to RAV road network access.

**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) <b>TITLE AND LEVEL</b>	<b>POSITION NO</b>
HEAVY VEHICLE ACCESS IMPROVEMENT AND POLICY MANAGER	P0070172
LEVEL 6	

# HEAVY VEHICLE ACCESS IMPROVEMENT CO-ORDINATOR 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
Heavy Vehicle Special Access Officer LEVEL 4		Salaried, Wages	1

TOTAL

1

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

**ESSENTIAL:**

- Considerable skill, knowledge and experience in:
  - interpreting and applying legislations, policies and procedures in a road transport planning regulatory environment
  - technical assessment practices
  - research, analysis and problem solving
  - building and enhancing stakeholder relationships
  - facilitation and negotiation
  - supervision of employee behaviour, performance and development
- Knowledge of:
  - road network of Western Australia, including road and bridge systems
  - 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 Diploma in Business.

**CERTIFICATION**

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

SIGNATURE ..... DATE 2.07.2018  
 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 3/7/18  
 EXECUTIVE DIRECTOR METRO - SOUTHERN REGIONS

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

SIGNATURE ..... DATE 4/7/18  
 MANAGER HR BUSINESS