

# JOB ROLE STATEMENT

## PLANNING ASSESSMENT OFFICER LEVEL 5

DIRECTORATE OFFICE OF MANAGING DIRECTOR  
BRANCH ROAD ACCESS AND PLANNING POSITION NO VARIOUS

### KEY RESPONSIBILITIES

Perform formal assessment and review of planning referrals in liaison with stakeholders and applicants.

### KEY DELIVERIES

#### Planning Referrals and Enquiries

- Perform formal assessment and review of planning referrals from planning authorities, within statutory timeframes.
- Respond to requests for information and provide specialist support on planning matters from internal and external stakeholders, including implications of planning referrals for planning scheme and relevance of imposed conditions.
- Assess and respond to planning referrals that impact on proclaimed or Primary Regional roads.
- Facilitate the review of planning referrals by other areas within Main Roads to ensure appropriate and consistent responses to planning enquiries and planning referrals.
- Participate in formal planning forums such as Joint Development Assessment Panel, State Administrative Tribunal and working groups.
- Contribute to the formulation of appropriate conditions to be applied to planning applications referred to Main Roads.

#### Planning Information Systems

- Provide specialist support with the development and maintenance of systems, standards and guidelines.
- Provide specialist support with the preparation, storage and retrieval of planning information.
- Maintain planning information to ensure that it complies with specified standards of accuracy and currency.
- Maintain the operation of systems for recording, tracking and reporting planning enquiries and development applications.
- Contribute to the dissemination of road planning related systems, standards and guidelines to internal and external stakeholders.

#### Stakeholder Relationships

- Liaise with internal and external stakeholders including the community regarding planning information and statutory planning referral enquiries and issues.
- Build and maintain professional working relationships with internal and external stakeholders.

### 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 nominated 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
PLANNING ASSESSMENT CO-ORDINATOR	LEVEL 6 P0070123 OR P0070124

## PLANNING ASSESSMENT OFFICER LEVEL 5

**POSITIONS UNDER DIRECT SUPERVISION**

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

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

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

**ESSENTIAL:**


- Considerable skill, knowledge and experience in:
  - one or more of road planning, or transport planning, or statutory planning, or strategic planning, or road design, or traffic engineering, or land administration
  - planning information systems
  - research, analysis and problem solving
  - building and enhancing stakeholder relationships
- Knowledge of:
  - statutory planning process
  - drafting and design or GIS related software packages
  - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity

**DESIRABLE:**

- A Diploma in Civil or Structural Engineering, or Planning, 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 1/5/2023  
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 1/5/23  
EXECUTIVE DIRECTOR

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

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
MANAGER HR BUSINESS