

JOB ROLE STATEMENT

PLANNING INFORMATION OFFICER LEVEL 4

DIRECTORATE	PLANNING AND TECHNICAL SERVICES	POSITION NO	VARIOUS
BRANCH	ROAD PLANNING		

KEY RESPONSIBILITIES

Maintain road planning, road network and route planning spatial data and information in a range technical platforms and applications in an accurate and secure manner. Disseminate routine planning information to internal and external stakeholders as approved. Provide responses to routine planning enquiries and information for future strategic road planning matters.

KEY DELIVERIES

Planning Information Systems and Data

- Provide technical support with the preparation and update of planning information and data in GIS, including:
 - support systems, standards and guidelines for the preservation, storage and retrieval of the road network and corridor maps, route plans, land protection plans and other planning information systems
 - maintain planning information systems to ensure that they comply with specified standards of accuracy and currency
 - maintain and update road network alignment information i.e. Road Reserve Boundary / Planning Control Area (PCA) using CAD and/or GIS

Planning Enquiries

- Provide responses to routine road planning enquiries/planning referrals and information to statutory referrals, including:
 - research and prepare relevant planning information for internal and external planning enquiries
 - prepare and respond to statutory planning referrals and scheme amendment which relate to the State Road Network
 - prepare assessments and responses to general road planning matters, future road reservation, Metropolitan Region Scheme (MRS) amendment proposals, land subdivision/development applications and/or structure plans
 - provide responses to general planning enquires
 - maintain database systems for recording, tracking and interrogating planning enquiries and development applications

Planning Support

- Provide technical and research support for other planning activities, including:
 - research for background information and support for road planning, alignment option selection, corridor protection and vehicle access strategies
 - preparing planning information guidelines and assessment/administrative procedures
 - preparing proposals for inclusion to proposed Metropolitan Region Scheme (MRS) amendments
 - checking, reviewing and auditing planning information and plans

Processes and Procedures

- Provide technical support in the development of “Working Instruction” and “How To” guideline documentations, specifications, procedures, and process that contribute to the development, sharing and management of knowledge.

Stakeholder and Community Relationships

- Collaborate with other customer service areas within Main Roads, and with other Government agencies, to provide consistent and accurate responses to planning enquiries and MRS amendment applications.
- Build and enhance 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 INFORMATION MANAGER	LEVEL 6	VARIOUS

PLANNING INFORMATION OFFICER LEVEL 4

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:


- Sound skill, knowledge and experience in:
 - maintaining data within electronic database management systems and technical information/data storage systems
 - planning information systems
 - research, analysis and problem solving relevant to statutory transport planning matters
 - using software applications such as: ArcGIS Desktop/ArcGIS Pro platforms and/or Computer Aided Design (CAD) such as Microstation, Autodesk, 12D
 - interpreting technical drawings and documentation
 - building and enhancing stakeholder and customer relationships
- Knowledge of:
 - road concept design, cadastral data, and Metropolitan Region Scheme (MRS) to enable information and database updates
 - statutory planning process
 - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity

DESIRABLE:

- A Diploma in Civil Engineering, or Urban and Regional Planning, or other relevant discipline.

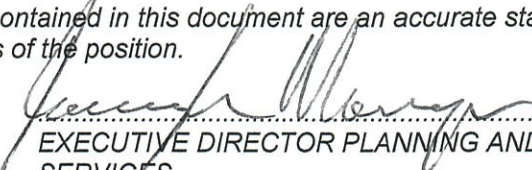
CERTIFICATION

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

SIGNATURE  DATE 14/10/2024

 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 14/10/2024

 EXECUTIVE DIRECTOR PLANNING AND TECHNICAL SERVICES

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

SIGNATURE  DATE 14/10/24.

 EXECUTIVE DIRECTOR HUMAN RESOURCES