

JOB ROLE STATEMENT

PLANNING ASSESSMENT CO-ORDINATOR LEVEL 6

DIRECTORATE
BRANCH

OFFICE OF MANAGING DIRECTOR
ROAD ACCESS AND PLANNING

POSITION NO

VARIOUS

KEY RESPONSIBILITIES

Co-ordinate and perform the formal assessment and review of complex planning referrals in liaison with stakeholders and applicants.

KEY DELIVERIES

Planning Referrals and Enquiries

- Co-ordinate and perform formal assessment and review of complex planning referrals from planning authorities, within statutory timeframes.
- Co-ordinate a team reviewing planning referral matters and provide specialist advice.
- Co-ordinate response and provide specialist advice to requests for information on planning matter from internal and external stakeholders and the community.
- Assess and respond to complex planning referrals that impact on proclaimed or Primary Regional roads.
- Co-ordinate the review of planning referrals from other areas within Main Roads to ensure appropriate and consistent responses to planning enquiries and planning referrals.
- Represent the Manager at formal planning forums such as Joint Development Assessment Panel and State Administrative Tribunal and working groups.

Planning Information Systems

- Develop, implement and improve systems, standards and guidelines.
- Provide specialist technical advice with the preparation, storage and retrieval of road planning information.
- Ensure the planning information complies with specified standards of accuracy and currency.
- Develop, implement and improve systems for recording, tracking and reporting planning enquiries and development applications.

Leadership and Management

- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

Stakeholder Relationships

- Build and maintain professional working relationships with internal and external stakeholders.
- Undertake consultation and liaison with other areas of Main Roads to ensure that Section activities are consistent with corporate policies and objectives and compatible with activities of other areas.
- Undertake consultation and liaison with key external stakeholders and the community to ensure planning assessment services reflect customer needs.

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**

ROAD ACCESS AND PLANNING MANAGER

LEVEL 7

POSITION NO

P0070781

PLANNING ASSESSMENT CO-ORDINATOR LEVEL 6

POSITIONS UNDER DIRECT SUPERVISION

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

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Planning Assessment Officer (x3)

LEVEL 5

Salaried

up to 2 each

Planning Assessment Officer (x4)

LEVEL 4

up to 2 each

TOTAL

Up to 4 each

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

- Substantial 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
 - planning information systems
 - statutory planning processes
 - research, analysis and problem solving
 - building and enhancing stakeholder relationships
 - managing financial, technological, physical and other resources within agreed allocation to meet agreed outcomes
 - managing employee behaviour, performance and development
- Knowledge of:
 - one or more other of road planning, or transport planning, or statutory planning, or road design, or traffic engineering
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

DESIRABLE

- A Degree in 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

BRANCH/SECTION HEAD

DATE

7/2/2022

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE

EXECUTIVE DIRECTOR METRO & Southern Regions

DATE

10/2/2022

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

SIGNATURE

MANAGER HR BUSINESS

DATE

10/2/22