

JOB ROLE STATEMENT**PLANNING INFORMATION OFFICER
LEVEL 5****DIRECTORATE** PLANNING AND TECHNICAL SERVICES**BRANCH** ROAD PLANNING**POSITION NO** VARIOUS**KEY RESPONSIBILITIES**

Prepare, plan and co-ordinate updates and maintenance of road planning, road network and route planning spatial data and information in a range of technical platforms and applications ensuring data accuracy and security. Respond and triage to requests for complex planning information and co-ordinate dissemination to internal and external stakeholders, including responses to enquiries for future strategic road planning matters.

KEY DELIVERIES**Planning Information Systems**

- Prepare, plan and co-ordinate MasterBook updates and maintenance of planning information and data using ArcGIS Desktop/ArcGIS Pro Platforms and/or Computer Aided Design (CAD) Microstation/Autodesk software, including:
 - associated supporting systems, standards and guidelines for the preparation, storage and retrieval of the road network and corridor map (MasterBook), route plans, land protection plans and other planning information systems
 - maintenance of planning information systems to specified standards of accuracy and currency
 - maintenance and updates of road network alignment information i.e. road reserve boundary / Planning Control Area (PCA) Land Protection plans, Profile and pattern plans in CAD and/or GIS
- Prepare, create edit and create technical drawings, update data dictionaries and supporting material for storage into a corporate data base for record management and digital drawing information management.

Planning Enquiries

- Respond to complex road planning enquiries/planning referrals and information to statutory referrals (received from internal stakeholders and external such as: the Department of Planning, Lands and Heritage (DPLH), Local Government Agencies (LGA's) and other third-party agencies), including:
 - research and preparation of overall planning information for internal and external planning enquiries
 - preparation of responses to statutory planning referrals/planning referrals and scheme amendment relating to the State road network
 - preparation of planning assessments and responses to strategic road planning matters, future road reservation, Metropolitan Region Scheme (MRS) amendment proposals, land subdivision/development applications and/or structure plans
- Co-ordinate and provide specialist support for responses to routine road planning enquiries/planning referrals and information to statutory referrals.
- Manage databases for recording, tracking, and exploring planning enquiries and development applications with analytic techniques.

Planning Specialist Support

- Co-ordinate range of services for other planning activities, involving:
 - research for background information and support for road planning, route planning and route development studies
 - preparation of planning information guidelines and assessment/administrative procedures
 - preparation of proposals for inclusion to MRS amendments in collaboration with relevant State government agencies
 - updating and maintaining technical drawings in CAD and preparing PDF outputs of road profile/p carriageway pattern /land protection plans
 - preparation of proposals for inclusion in proposed MRS amendments

Processes and Procedures

- Provide specialist technical support in the development of 'Work Instruction' and 'How To' guideline documentation, specifications, procedures, and processes 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
VARIOUS

LEVEL - VARIOUS

POSITION NO
VARIOUS

PLANNING INFORMATION OFFICER LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

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

ALL POSITIONS UNDER CONTROL

State number of positions only

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

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

- Considerable skill, knowledge, and experience in:
 - planning and maintaining data in electronic database management systems and technical information/data storage systems
 - planning information systems
 - statutory planning processes
 - research, analysis and problem solving relevant to statutory transport planning matters
 - building and enhancing stakeholder and customer relationships
 - using ArcGIS Desktop/ArcGIS Pro platforms and/or Computer Aided Design (CAD) such as Microstation, Autodesk, 12D software applications
- Knowledge of:
 - statutory planning referral systems, road concept design, cadastral data information and management
 - drafting and design standards and principles, preferably in a civil engineering/road design environment
 - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity

DESIRABLE:

- A Diploma of Civil and Structural Engineering, or Diploma of Civil Construction Design, 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

16/8/24

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

SIGNATURE

EXECUTIVE DIRECTOR PLANNING AND TECHNICAL SERVICES

DATE

16/8/24

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

SIGNATURE

EXECUTIVE DIRECTOR HUMAN RESOURCES

DATE

16/8/24