

Department of State Growth

Statement of Duties

Position Title:	Project Manager – Safer Road Use
Position number:	005159
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 7
Division/branch/section:	Transport and Infrastructure Group/ Road User Services/ Road Safety
Location:	South
Employment status:	Fixed-term two years, Flexible
Supervisor:	Manager Road Safety Branch

Position Objective

To lead improved road safety outcomes through the successful delivery of priority initiatives under the 'Encouraging Safer Road Use' theme of the *Towards Zero Action Plan 2020-24* (the Action Plan) including but not limited to the following key actions:

- Investigate an enhanced automated speed enforcement program
- Investigate strategies to address inattention and distraction

The occupant will lead a project team within a multifaceted governance structure and complex stakeholder environment, involving cooperation with other Government agencies to deliver road safety outcomes. Projects will likely include technological, operational and change management deliverables to reduce serious casualty crashes resulting from illegal and unsafe driving behaviours.

Major Duties

- Lead and undertake research to identify international best practice for addressing illegal and unsafe driving behaviours, including speed and inattention.
- Utilise best practice principles in the development of long-term strategies and plans, including but not limited to the implementation, operation, evaluation and communication of programs and initiatives aimed at deterring speeding and inattention in Tasmania
- Engage and work in collaboration with Government, road safety advocates and key stakeholders to identify, propose and gain support for evidence-based road safety policies and solutions, to be delivered as part of a comprehensive program of work.
- Ensure that consultancy and contract services are procured and managed to meet the project requirements, including project deliverables, outputs, time, quality and budget, in accordance with Tasmanian Government Project Management Guidelines, Treasurer's Instructions, and project-specific governance arrangements.

- Guide the development and delivery of a communication strategy, including public education materials and campaigns aimed at promoting acceptance of speed and distraction management approaches, as well as Safe System principles broadly.
- In collaboration with key stakeholders across Government, provide specialist advice to support legislative review, including preparing or coordinating relevant policy advice, drafting instructions, Minutes, Cabinet submissions, Parliamentary papers, and other documentation.
- Provide definitive advice and recommendations to the Business Owner, Project Sponsor, Steering Committee and Road Safety Advisory Council, as well as regular reports and updates detailing matters affecting the successful delivery of programs/projects.
- Establish and foster productive relationships with internal business areas, external stakeholders including State and inter-jurisdictional Government agencies and external subject matter experts to facilitate project aims.
- Develop methodologies for collecting road safety data, including on-road and attitudinal data, and establish road safety datasets for monitoring and evaluating the effectiveness of programs and initiatives, as well as changes in road user behaviour broadly.
- Utilise sound project management methodologies, including management of human and financial resources, to deliver outputs to expectation within agreed timeframes and resources.
- Manage and provide guidance and leadership to assigned staff including the co-ordination and supervision of their activities.
- Develop and maintain comprehensive project documentation, including plans, strategies, timeframes, risk assessments and reports.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

The occupant is responsible to the Manager of the Road Safety Branch, Agency Executives, the project Steering Committee and the Road Safety Advisory Council for the delivery of agreed project actions within timeframes, resources and budget.

It is an expectation that the occupant exercise initiative and operate with autonomy within the boundaries of the Agency's policies, frameworks and delegations. Whilst they act independently in performing their core work functions, the occupant consults with the supervisor regarding allocated work that is non-routine, sensitive or high-risk in nature.

The occupant is expected to establish and maintain an extensive stakeholder network to ensure successful delivery of project outputs with operational impacts outside of the Department of State Growth.

The occupant is responsible for providing leadership to team members as appropriate including managing performance, communicating performance standards and expectations and rewarding achievement.

Selection Criteria (Knowledge and Skills):

1. High level project management skills, with the proven ability to develop, implement, monitor and evaluate programs within a given timeframe.

2. High level research and analytical skills, including demonstrated experience in solving complex problems and providing innovative solutions in line with the legislative and policy frameworks within a public sector environment.
3. Highly developed leadership and management skills with the proven ability to effectively manage financial and human resources, including the skills to provide direction, coach and motivate and promote collaboration for a team environment.
4. Excellent interpersonal, facilitation and negotiations skills demonstrated through the proven ability to build and maintain relationships with stakeholders at all levels, including in the consultation process.
5. Demonstrated ability to understand the political, social and organisational environment as it relates to the delivery of Road Safety initiatives in Tasmania.
6. Excellent communication skills including the demonstrated ability to communicate effectively with a range of stakeholders both verbally and in writing on a range of complex issues, ensuring that communications are clear, accurate, concise and targeted to the audience.

Position Requirements

Pre-employment

- Nil

Essential

- Nil

Desirable

- Nil

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the **Courage to Make a Difference** through:

- **Teamwork** – our teams are diverse, caring and productive
- **Respect** – we are fair, trusting and appreciative
- **Excellence** – we take pride in our work and encourage new ideas to deliver public value
- **Integrity** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo)
