

JOB ROLE STATEMENT

BUSINESS MANAGER LEVEL 6

DIRECTORATE REGIONAL MANAGEMENT AND OPERATIONS
BRANCH NETWORK MANAGEMENT AND DELIVERY **POSITION NO** P0071139

KEY RESPONSIBILITIES

Responsible as the functional lead for Business Management for the Regional Management and Operations Directorate.

KEY DELIVERIES

Business Management

- Undertake the functional lead for business management for the Directorate.
- Manage and facilitate the development, maintenance and improvement of business processes and systems.
- Identify opportunities and manage improvements in the delivery of business services.
- Manage the implementation of business systems and practices across Directorate.
- Facilitate the development of business management capability across the Directorate, in collaboration with HR.
- Manage the identification, assessment and management of Directorate's risks.
- Manage business planning and reporting, including the preparation, development and monitoring of the Directorate's business plan, and provide support to the Branch Managers in the preparation of Branch business plans and performance agreements.
- Project manage business projects and contracts for the Directorate.
- Manage the Directorate input into the Corporate Business Plan and Annual Report.
- Manage Directorate Business and strategic issues on behalf of the Executive Directors and communicate with other Main Roads' Executive Directors, Directors and Managers.
- Manage the provision of business management and project administration services to Branch Managers, including auditing the Directorate's fixed assets and vehicle allocation.
- Manage the development and maintenance of the Directorate's 'iRoad' pages, including Directorate communication and information.
- Facilitate Directorate compliance with corporate Safety, Health and Wellbeing (SHW) Management Framework in collaboration with the HR Safety Branch.

Leadership and Management

- Manage employee behaviour, performance and development.
- Lead the implementation, review and enhancement of business services, systems and practices across the Directorate, including all the Regions.
- Contribute to the formulation of Directorate policy, standards and strategy.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.

Stakeholder Relationships

- Build and enhance working relationships with internal and external stakeholders.
- Maintain collaborative working relationships with all the Regions
- Represent Regional Management and Operations Directorate on external committees, working parties and forums.

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 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
EXECUTIVE DIRECTOR NETWORK MANAGEMENT AND DELIVERY	P0071136
CLASS 2	

BUSINESS MANAGER LEVEL 6

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
Business Services Manager (Regional Support) LEVEL 5		Salaried, Wages	up to 9

TOTAL

Up to 9

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

ESSENTIAL:

- Substantial skill, knowledge and experience in:
 - management of business functions, including business planning
 - managing employee behaviour, performance and development
 - financial management and reports
 - research, analysis and problem solving
 - building and enhancing stakeholder relationships
 - managing technological, physical and other resources within agreed allocations to meet agreed outcomes
- Knowledge of:
 - policies and practices on Work Health and Safety, and on EEO, diversity and equity

DESIRABLE:

- A Degree in Commerce (Management) or Business Administration or other relevant discipline.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE
EXECUTIVE DIRECTOR NETWORK MANAGEMENT & DELIVERY

DATE 24/11/22

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

SIGNATURE
EXECUTIVE DIRECTOR HUMAN RESOURCES

DATE 24/11/22