



## Position Description

<b>Position Title:</b>	Senior Business Administrator	<b>Classification Level:</b>	6
<b>Position Number:</b>	33981	<b>Reports to:</b>	Senior Manager Building Inspection Program, L7
<b>Directorate:</b>	Buildings and Contracts	<b>Supervises:</b>	0 FTE
<b>Branch/Section:</b>	Maintenance / Maintenance Frameworks	<b>Location:</b>	Perth Metropolitan Area

## Our Values

### Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

### Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

### Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

### Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

## Role Summary

Senior Business Administrator contributes to the provision of system support and minor enhancement services. The role participates in managing the implementation, review and evaluation of specified system enhancements in Building Inspection Program (BIP) Systems. The role provides systems analysis and administration, ensuring the integrity, performance, and security of systems. Whilst contributing to the continuous improvement of business processes and systems in collaboration with stakeholders.

## Responsibilities

- Manage and coordinate initiatives relating to System developments, roll out, and maintenance, in support of the BIP related systems.
- Provide effective project, work allocation, performance management and risk management plans.
- Manage the development of project documentation to support systems management.
- Provide systems advice to key stakeholders affecting priorities, risks and implications, and remedial strategies as appropriate.
- Provide regular status and evaluation reports to the manager and relevant stakeholders.
- In conjunction with customers, advise on and develop test plans for BIP related systems.
- Where appropriate, conduct or coordinate customer acceptance testing for BIP related systems.
- Review and test software releases against specifications, configuring software to meet business requirements.
- Manage and maintain SQL databases and provision of reports to customers, ensuring data integrity, security, and performance optimisation.
- Prepare and conduct stakeholder training programs and seminars as required.



- Develop systems/process documentation in a format to support customer understanding.
- Coordinate proposals for BIP related business systems development with customers.
- Demonstrate the values in all interactions to contribute towards a values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as required.

### Essential Requirements

- Substantial experience in the support, development and/or implementation of business systems.
- Substantial experience in the development of business systems that support project, building inspection and other works-related management systems.
- Highly developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

### Desirable Requirements

- Experience in the development, implementation and support of the achievement of deliverables in a complex government environment.
- Experience in delivery of training
- Experience in project management and/or program management
- Relevant tertiary qualifications.

### Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

### Pre-employment Requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.



Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

## **Certification**

Verified by: M. Trbojevic, Human Resources Consultant, March 2026

Classification Evaluation Date: April 2018