

JOB ROLE STATEMENT

BUSINESS MANAGER LEVEL 6

DIRECTORATE PLANNING AND TECHNICAL SERVICES
BRANCH BUSINESS SERVICES POSITION NO P0052036

KEY RESPONSIBILITIES

Manage business management function for the Planning and Technical Services Directorate.

KEY DELIVERIES

Business Management

- Manage the identification, assessment and management of Directorate's risks.
- Manage business planning and reporting, including the preparation and monitoring of the Directorate's Business Plan and performance agreement, and provide assistance and guidance to Branch Managers in the preparation of business plans and performance agreements for their branches.
- Manage and facilitate the development, maintenance and improvement of business processes and systems.
- Manage Directorate input into the Corporate Business Plan and Annual Report.
- Manage Directorate business and strategic issues on behalf of the Director and communicate with other main Roads' Executive Directors, Directors and Managers.
- Oversee the management of requests for recruitment of staff in accordance with Directorate Full-time employee (FTE) allocation, and in collaboration with the Human Resources (HR) Directorate.
- Identify opportunities and manage improvement in the delivery of business management.
- Manage the implementation of business systems and practices across Directorate.
- Project manage various non-engineering projects and contracts for the Directorate.
- Facilitate Directorate compliance with corporate Safety, Health and Wellbeing (SHW) Management Framework and resolution of SHW matters and issues including systems, processes and reporting.

Financial Management

- Manage Directorate financial management in accordance with the Financial Management Act (FMA) and Main Roads policies.
- Manage the preparation, reporting and financial management of the Directorate operational budget.
- Analyse, evaluate and report on directorate financial performance and operational expenditure.

Executive Support

- Manage the provision of executive support to the Executive Director.
- Manage the preparation and reporting of ministerial correspondence, parliamentary questions and briefing notes, and provision of executive support for committees.

Leadership and Management

- Contribute to the formulation of Directorate policy, standards and strategy.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

Stakeholder Relationships

- Build and enhance working relationships across the Directorate and with other Main Roads' Directorates and their stakeholders.
- Liaise with Senior Management on behalf of the Executive Director.
- Represent the Executive Director at meetings and workshops and convey the Director's and the Directorate views.

OCCUPATIONAL SAFETY, HEALTH AND WELLBEING (OSH&W)

Responsible for active participation and performance to OSH&W standards as detailed by the Main Roads' Safety, Health and Wellbeing (SH&W) Management System - refer to "SH&W Responsibility and Accountability 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 their 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 EXECUTIVE DIRECTOR PLANNING AND TECHNICAL SERVICES CLASS 2 POSITION NO P0060314

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 Manager (x2)	LEVEL 5	Salaried	2
Business Services Officer (x3)	LEVEL 3		3
Business Support Officer	LEVEL 1		1
TOTAL			6

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
 - financial management and reporting
 - research, analysis and problem solving
 - building and enhancing stakeholder relationships
 - managing technological, physical and other resources within agreed allocations to meet agreed outcomes
 - managing employee behaviour, performance and development
- Knowledge of:
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

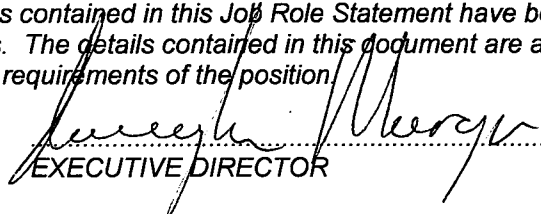
DESIRABLE:

- A Degree in Commerce (Management).

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

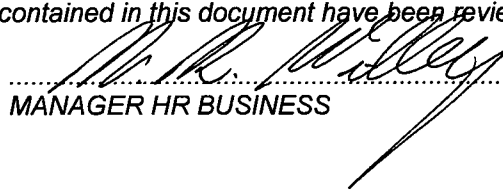

EXECUTIVE DIRECTOR

DATE

22/6/2017

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

SIGNATURE


MANAGER HR BUSINESS

DATE

23/6/17