

JOB ROLE STATEMENT

BUSINESS SERVICES CO-ORDINATOR LEVEL 4

DIRECTORATE CENTRAL AND NORTHERN REGIONS
BRANCH KIMBERLEY

POSITION NO P0061808

KEY RESPONSIBILITIES

Co-ordinate business services for the Region. Support the Business Manager with the management of business activities.

KEY DELIVERIES

Financial Management

- Co-ordinate financial management, resolution of accounting issues and provide support and advice to managers and business support officers, as required.
- Co-ordinate the preparation and management of regional budgets and programs.
- Review and analyse data on program and financial performance and issues.
- Ensure accurate and up-to-date availability of financial and accounting records.
- Co-ordinate and maintain the allocation of sundry debtor expenditure and liaise with debtors.
- Co-ordinate and provide financial reports for Finance Meetings including taking and auctioning minutes, as required.

Programming

- Liaise with managers and staff on programming issues, including potential funding problems, expenditures and variations.
- Participate in the development, maintenance and improvement of procedures and processes.
- Contribute to the Region' Road Group with support and advice on a variety of business matters including, financial and programming issues.

Contract Administration

- Co-ordinate the "Oracle" procurement and "iExpenses" business requirements.
- Provide support and advice to managers to enable effective contract administration and procurement.
- Maintain the Contracts Tracking System (CTS) and generate reports as required.
- Participate in contract tender processes including, preparation of documentation and administration in accordance with Main Roads and State Supply policies and practices.
- Develop, review and manage office based works contracts.
- Co-ordinate and plan regional housing maintenance, including contract management, where required.
- Co-ordinate contract payments including the Recipient Created Tax Invoices (RCTI).

Safety, Health and Wellbeing (SHW)

- Co-ordinate implementation of Safety, Health and Wellbeing (SHW) initiatives in collaboration with the corporate SHW Section, where required.

Stakeholder Relationships

- Build and maintain effective working relationships with contractors, consultants and other suppliers.

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**
BUSINESS MANAGER

LEVEL 5

POSITION NO
P0053715

BUSINESS SERVICES CO-ORDINATOR LEVEL 4

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
		Salaried, Wages	

TOTAL

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

ESSENTIAL:

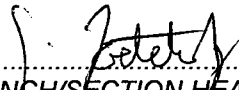
- Sound skill, knowledge and experience in:
 - financial management, programming and reporting principles, practices and systems
 - contract administration, procurement and purchasing
 - building and enhancing stakeholder relationships
 - research, analysis and problem solving
 - written communication, report writing
- Knowledge of:
 - development and implementation of systems and procedures
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

DESIRABLE:

- A Diploma in Business or Accounting.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 2/11/2018
BRANCH/SECTION HEAD

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

SIGNATURE  DATE 5/11/2018
EXECUTIVE DIRECTOR

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

SIGNATURE  DATE 7/11/18
MANAGER HR BUSINESS