

JOB ROLE STATEMENT

BUSINESS SERVICES OFFICER LEVEL 3

DIRECTORATE INFRASTRUCTURE DELIVERY
BRANCH BUSINESS MANAGEMENT **POSITION NO** P0057496 / P0061219 / P0062436

KEY RESPONSIBILITIES

Provide executive support to Executive Director Infrastructure Delivery Directorate (EDIDD) and Branch Managers and business management support for a range of business activities in Infrastructure Delivery Directorate (IDD).

KEY DELIVERIES

Business Management Support and Services

- Provide business management support and services to Infrastructure Delivery Directorate (IDD) staff.
- Co-ordinate the preparation and management of responses to ministerial correspondence and parliamentary questions and preparation of briefing notes.
- Review, update and undertake induction, including the co-ordination of interviews process for new starters.
- Participate in the development, maintenance and improvement of Business Management processes and procedures.
- Assist the Business Services Co-ordinator with the procurement of project resources.
- Provide advice and support to IDD Branch Manager on Procurement matters in accordance with Main Roads' Supply guidelines.
- Maintain and update monthly IDD and Corporate reports as required.
- Maintain and update monthly and quarterly management reports / charts.
- Maintain and update Higher Duties Allowance (HDA) requests and expiry dates with Branch Managers.
- Maintain and update IDD iRoads.

Executive Assistance

- Prioritise, prepare and organise the Executive Director's diary including appointments and business commitments.
- On behalf of the Executive Director, liaise with the members of the Corporate Executive and senior management, various external bodies and committees including members of alliance leadership teams and industry groups, contractors associations, contractors and Local Government Authorities.
- Arrange and co-ordinate business meetings and functions including agenda, minutes and participants.
- Prepare, monitor and oversee air travel and accommodation requirements for the Executive Director Infrastructure Delivery.
- Undertake and assist senior managers in research and analysis projects.

Fleet Management

- Co-ordinate fleet allocations as per project requirements and co-ordinate all new vehicle requests.
- Monitor and manage monthly vehicle log sheet compliance.
- Manage, monitor and report on hire vehicles.
- Monitor and recommend changes to the utilisation, distribution and effectiveness of vehicles in IDD.

Fixed Assets

- Maintain the Fixed Asset System, including:
 - asset transfers, relocations, regular audits and stocktakes
 - liaise with the Finance and Commercial Services Directorate on asset procurement, management and disposal matters

Stakeholder Relationships

- Provide customer focused services and business support to Infrastructure Delivery Directorate.
- Build and enhance professional working relationships with a wide range of both internal and external stakeholders.

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 SERVICES CO-ORDINATOR	LEVEL 4	POSITION NO P0062664 OR P0070075
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BUSINESS SERVICES OFFICER LEVEL 3

POSITIONS UNDER DIRECT SUPERVISION

List the position numbers, titles and levels of positions directly supervised

TITLE and LEVEL

POSITION No

ALL POSITIONS UNDER CONTROL

State number of positions only

CATEGORY

NUMBER

Salaried, Wages

TOTAL

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

ESSENTIAL:


- Skill, knowledge, and experience in:
 - administrative policies, procedures and practices including executive assistance duties
 - procurement and fixed asset management systems and procedures
 - research, analysis and problem solving
 - written communication, including preparation of reports, briefing notes and all other forms of correspondence
 - building and enhancing stakeholder relationships
 - work organisation with the ability to meet work schedules and deadlines
- Knowledge of:
 - policies and practices on Occupational Health and Safety, and on EEO, diversity and equity

DESIRABLE:

- A Certificate in Business.

CERTIFICATION


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

SIGNATURE  DATE 24/8/18
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 24/8/18
EXECUTIVE DIRECTOR

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

SIGNATURE  DATE 24/8/18
MANAGER HR BUSINESS