

## JOB ROLE STATEMENT

### BUSINESS SERVICES OFFICER LEVEL 2

DIRECTORATE  
BRANCH

FINANCE AND COMMERCIAL SERVICES  
PROPERTY MANAGEMENT

POSITION NO P0056972 / P0070199

#### KEY RESPONSIBILITIES

Provide financial and business support services to the Property Management Branch including Don Aitken Centre (DAC) Reception services.

#### KEY DELIVERIES

##### Financial and Business Services

- Process and maintain timely payment of accounts and receipt of revenue in accordance with the Financial Management Act (FMA) and Main Roads policies, procedures and standards.
- Undertake financial processing and data entry such as Branch's Corporate Credit Cards.
- Process Photographic ID Cards and maintain security applications.
- Assist in the processing of applications for events, including feature lighting, on the Matagarup Bridge
- Co-ordinate training requirements for branch and maintain Corporate and Branch training records.
- Maintain and update Property Management Information System (PMIS) and Events Booking System (EBS) and prepare miscellaneous reports.
- Maintain accurate and up to date financial, accounting and property management records in accordance with the FMA and Main Roads policies and standards, including maintenance of the Financial Management System.
- Request "Purchase Orders" for goods and services.
- Monitor and organise stationery requirements and photocopier supplies.
- Maintain Branch fixed asset system.

##### Air Travel

- Provide information and administrative support to Officers with regards to corporate air travel.
- Maintain air travel database by recording correct information regarding flights and expenses.
- Monitor and report non-compliance with the Air Travel Policy.
- Participate in the preparation and development of air travel procedures.
- Provide supporting information for overseas travel recommendations referred for the Minister's approval.
- Monitor outstanding air travel credits and remind Officers to utilise credits prior to expiry.
- Prepare Air Travel reports as required.

##### DAC Reception

- Provide customer focused services to visitors at Don Aitken Centre (DAC) reception.
- Maintain accurate records of visitors' arrival and departure times.
- Arrange despatch of items with courier/freight companies and maintain consignment records.
- Co-ordinate and liaise with Main Roads' Officers to arrange collection of deliveries to DAC.

##### Stakeholder Relationships

- Provide customer focused service and business support to the Branch and Main Roads.
- Communicate with suppliers with regard to the purchase of supplies and assist with accounts enquires.

#### 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  
PROGRAM AND FINANCE MANAGER

LEVEL 6

POSITION NO  
P0062512

## BUSINESS SERVICES OFFICER LEVEL 2

**POSITIONS UNDER DIRECT SUPERVISION**

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

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

**ALL POSITIONS UNDER CONTROL**

State number of positions only

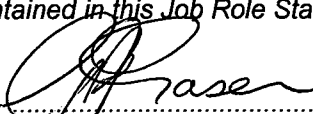
**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**

- A Certificate of Lower Secondary Studies at Year 10 or an approved equivalent.
- Skill, knowledge and experience in:
  - financial management and reporting principles, practices and systems
  - business, administration and clerical support
  - provision of customer focused service
  - interpersonal communication and teamwork
  - work organisation with the ability to meet work schedules and deadlines
  - use of PCs, including Microsoft Office applications such as: Word, Excel, Outlook, etc
- Knowledge of:
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

**CERTIFICATION**

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

SIGNATURE

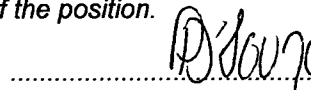
  
 BRANCH/SECTION HEAD

DATE

11 DEC '18

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

SIGNATURE

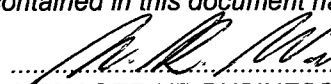
  
 EXECUTIVE DIRECTOR

DATE

11/12/2018

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

SIGNATURE

  
 MANAGER HR BUSINESS

DATE

11/12/18