

JOB ROLE STATEMENT

BUSINESS MANAGER LEVEL 5

DIRECTORATE CENTRAL AND NORTHERN REGIONS
BRANCH GOLDFIELDS-ESPERANCE

POSITION NO P0053764

KEY RESPONSIBILITIES

Manage the provision of business services for the Region.

KEY DELIVERIES

Business Management

- Develop and implement the Region's Business Plan and co-ordinate the performance and reporting requirements of the plan.
- Manage the identification, assessment and management of the Regions risks.
- Manage the provision of administrative services and advice in relation to: fixed assets, light vehicles, human resource management, and land and property management including the management of Main Roads' properties.
- Facilitate awareness and conformance to corporate policies, standards, processes and systems.
- Manage the implementation of the Corporate Safety, Health and Wellbeing (SHW) Section, SHW Committee strategies, plans and initiatives.
- Manage improvement actions, document control and follow up actions on internal and external audits.
- Contribute to the development of business processes and systems and collaborate with the Region's Contract Management Team and the Maintenance Contractor.

Financial Management

- Manage the provision of financial management services in accordance with the Financial Management Act (FMA) and Main Roads policies, standards and procedures.
- Manage the Region's Administrative Budget.
- Facilitate the preparation and management of the Region's budget and reporting on financial performance and issues.
- Manage accurate and up to date financial and accounting records, including the Financial Management System.
- Manage the timely processing of payments and receipt of revenue and Local Government recoups.

Contract Administration and Procurement

- Manage the provision of contract administration and procurement services in accordance with Main Roads and the Department of Finance policies and processes.

Leadership and Management

- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.
- Provide leadership - the empowerment, motivation and development of employees.
- Professionally collaborate and engage as a member of the Region's Contract Management Team.
- Co-ordinate the Career Conversations process to ensure on time completion and facilitate employee development and training.

Stakeholder Relationships

- Build and enhance collaborative working relationships across the Directorate and with other Main Roads' Directorates.
- Build and enhance collaborative working relationships with 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**
REGIONAL MANAGER

LEVEL 8

POSITION NO
P0051100

BUSINESS MANAGER LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

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

ALL POSITIONS UNDER CONTROL

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Business Services Co-ordinator	LEVEL 4	Salaried, Wages	1
Business Services Officer (x2)	LEVEL 2		2
Business Trainee(s) and Contractors			TBA
TOTAL			At least 3

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

ESSENTIAL:

- Considerable skill, knowledge and experience in:
 - provision of business and administrative services, including contract administration and procurement
 - financial management and reporting principles, practices and systems
 - building and enhancing stakeholder relationships
 - managing employee behaviour, performance and development
 - research, analysis and problem solving
 - written communication, report writing
- Knowledge of:
 - 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.

CERTIFICATION

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

SIGNATURE DATE
 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
 EXECUTIVE DIRECTOR

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

SIGNATURE DATE
 MANAGER HR BUSINESS