

JOB ROLE STATEMENT

BUSINESS SERVICES CO-ORDINATOR LEVEL 4

DIRECTORATE INFRASTRUCTURE DELIVERY
BRANCH BUSINESS MANAGEMENT POSITION NO P0062664 / P0070075 / P0070328

KEY RESPONSIBILITIES

Co-ordinate provision of effective business and project administration support services that facilitate the effective and efficient operation and performance of Infrastructure Delivery Directorate (IDD).

KEY DELIVERIES

Business Administration Services

- Co-ordinate the provision of business and administration services that facilitate efficient operation and performance of the Directorate.
- Assist the Business Manager with the management of Directorate business activities.
- Facilitate training and information sessions for IDD staff.
- Contribute to the development, maintenance and improvement of Directorate's Business and Risk Management Plans.
- Co-ordinate with the preparation and distribution of Leadership Team and Corporate reports.
- Review, design and co-ordinate content for the IDD "iRoads" site.
- Co-ordinate accurate and timely response to Ministerial Enquiries, Briefing Notes, and Parliamentary Questions and other correspondence.
- Co-ordinate the activities of Business Support Officers undertaking business support functions.
- Contribute to the development, maintenance and improvements of business processes and systems.
- Contribute to corporate business improvement and business planning initiatives and activities.
- Develop, maintain and assist with Directorate management reports as required.
- Co-ordinate inductions for all relevant personnel.
- Co-ordinate the reconciliation of the recurrent management expenditure vs budget.
- Assist the Business Manager with the management reporting of IDD human resources.
- Supervise employee behaviour, performance and development.

Project Administration Services

- Assist the Business Manager with Project Resource Planning report.
- Co-ordinate document control for IDD projects including archiving requirements.
- Co-ordinate project administration activities for IDD projects
- Manage the provision of project administration support services for IDD projects
- Liaise with Project Directors to establish administrative resourcing needs for projects.
- Co-ordinate the provision of project administration support services for all Infrastructure projects.
- Co-ordinate the procurement of project administration resources and management of associated contracts.
- Supervise work / project allocation, prioritisation and rotation of all Project Support Officers in conjunction with project requirements to achieve agreed outcomes.
- Develop and maintain procedure manuals for site administrative procedures for project support.
- Co-ordinate the training and development of all Project Support Officers.
- Contribute to the improvement and performance of Project Administration Services.

Stakeholder Relationships

- Build and maintain effective working relationships with a wide range of internal and external stakeholders.
- Liaise with Project Directors for project support requirements.

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	POSITION NO
BUSINESS MANAGER	LEVEL 6 P0062386

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
Business Services Officer (x3)	LEVEL 3	Salaried	3
Business Services Officer	LEVEL 2	Salaried	1
Business Support Officer (x2)	LEVEL 1	Salaried	2
Project Support Officer (Contractors)		Contractors	up to 20
TOTAL			Up to 26

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

ESSENTIAL:

- Sound skill, knowledge and experience in:
 - contract business and administration processes and practices, procurement and purchasing
 - supervision, including the supervision of employee behaviour, performance and development
 - 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

DESIRABLE:

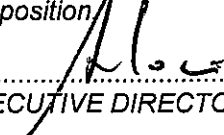
- A Diploma in Business.

CERTIFICATION

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

SIGNATURE  DATE 25/9/19
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 25/9/19
EXECUTIVE DIRECTOR

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

SIGNATURE  DATE 25/9/19
MANAGER HR BUSINESS