Department of Transport’s vision is to have the best integrated and intelligent transport services and solutions for the State. We provide and enable safe, accessible and efficient movement for the economic and social prosperity of Western Australia.

The Department forms part of the Transport portfolio and includes Main Roads WA and the Public Transport Authority.

**Our Values:**

We welcome *Fresh Thinking* and finding better ways of working
We set *Clear Direction* and have the courage to follow through
We work together to deliver *Excellent Service*
We make things happen through our *Great People*

Department of Transport (DoT) is an equal opportunity employer and embraces diversity as we believe the best services come from a workplace in which varied viewpoints are welcomed and encouraged.

**Overview of Directorate**

Metronet is the framework for WA Government decisions on key Transport Infrastructure including heavy rail investment, light right network planning and investment, major new bus services, and other related transport infrastructure.

The Metronet Office is a fully integrated team comprising of expertise across WA Government to undertake the initial planning and development of transport projects within the Metronet program of work. The scope of work will develop projects up to the contract procurement stage that includes development of business cases, project definition plans and improvement/master plans.
Overall Purpose of the Role

- Provides a focal point for business support services to the METRONET Office.
- Undertakes research and projects tasks within the METRONET Project Team.
- Assists in the development, enhancement and maintenance of systems and processes to coordinate the METRONET Project’s business and programs.
- Supports the coordination and governance of the METRONET Project.

Work Description

The Business Support Officer:

1. Provides a financial, procurement and administration support service to the Directorate.

2. Builds productive communication and working relationships in order to deliver an effective and responsive business support service to the METRONET Project and other internal and external stakeholders.

3. Provides support to the Project Team, including preparing a range of written correspondence, minutes of meetings and agenda items, follow up agenda items and meeting actions, screening telephone calls and redirecting queries.

4. Arranges and organises relevant stakeholder meetings, with a focus on supporting the coordination and management of the METRONET Project.

5. Undertakes research and specific projects relative to the METRONET Office outputs.

6. Coordinates the workflow processes across the Project Team and determines appropriate priorities and actions for Ministerial correspondence, briefing notes and parliamentary questions and coordinates responses across the Directorate, ensuring accuracy, timeframes and quality standards are met.

7. Operates effective information management and recordkeeping practices to achieve excellence in the measurement of all records received and generated within the Directorate.

8. Undertakes additional responsibility as and when required.
Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department’s values.

Criteria

ESSENTIAL:

1. Experience in working at a high level within an executive, business and administrative support service environment for a senior management team.

2. Sound verbal and interpersonal communication skills, including the ability to liaise and relate effectively to stakeholders at all levels and in a variety of contexts.

3. Proven ability to plan, prioritise and organise workloads in order to meet tight deadlines in a pressure environment with competing demands.

4. Well-developed analytical, research and problem-solving skills.

5. Proven ability to work autonomously but also as a member of a team to achieve goals and objectives.

6. Sound knowledge and experience of public sector and government procedures, particularly in dealing with Ministerial and departmental correspondence at an executive level and discretion with sensitive, confidential and political information.

DESIRABLE:

Nil
Reporting Relationships

Manager Program Governance, Level 8

Responsible to

Senior Project Officer - Committee Governance, Level 6

Responsible to

This Position

Responsible to

Other positions reporting to Senior Project Officer - Committee Governance, Level 6

Business Support Officer, No Classification, 1 FTE
Executive Assistant, Level 4, 1 FTE
Project Support Officer, Level 4, 2 FTE

Certification

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

Executive Director
People and Organisational Development