

# JOB ROLE STATEMENT

## BUSINESS MANAGER LEVEL 5

**DIRECTORATE** METROPOLITAN AND SOUTHERN REGIONS  
**BRANCH** METROPOLITAN REGION

**POSITION NO** P0057952

### KEY RESPONSIBILITIES

Manage the provision of business services for the Metropolitan Region.

### KEY DELIVERIES

#### Business Management

- Develop and implement the Metropolitan Region Business Plan and co-ordinate the performance and reporting requirements of the plan.
- Contribute to the development and implementation of the Directorate Business 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 property management.
- Facilitate awareness of and conformance to corporate policies, standards, processes and systems.
- Manage the implementation of the Corporate Occupational Safety, Health and Wellbeing 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 Metropolitan Region's contractor.
- Contribute to the development and manage the implementation of the business support arrangements for the next generation Metropolitan term contracts.

#### Financial Management

- Manage the provision of financial management services in accordance with the Financial Management Act (FMA) and Main Roads policies, standards and procedures.
- Facilitate the preparation and management of Metropolitan Region budgets and in reporting on financial performance and financial management matters.
- Maintain accurate and up to date financial and accounting records within corporate financial management systems.
- Manage the timely processing of payments and receipt of revenue (Sundry Debtors).

#### 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 and physical resources to meet agreed plans, budget and performance levels.
- Manage employee behaviour, performance and development.
- Co-ordinate the Career Conversations process and employee development and training.
- Contribute to workforce and succession planning and implement in Business Services Branch.

#### 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**  
DIRECTOR METROPOLITAN OPERATIONS

CLASS 1

**POSITION NO**  
P0060319

## BUSINESS MANAGER LEVEL 5

**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 Coordinator	LEVEL 4	Salaried, Wages	1
Business Support Officer	LEVEL 3		1
Project Support Officer	LEVEL 3		1
Business Support Officer (x3)	LEVEL 2		3
Business Support Officer	LEVEL 1		1
<b>TOTAL</b>			<b>7</b>

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

**ESSENTIAL:**

- Considerable skill, knowledge and experience in:
  - provision of business and administration 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.

**DESIREABLE:**

- A Diploma in Business.

**CERTIFICATION**

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

SIGNATURE

.....  
BRANCH/SECTION HEAD

DATE

28/7/2020

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

28/7/2020

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

SIGNATURE

.....  
MANAGER HR BUSINESS

DATE

28/7/2020