

JOB ROLE STATEMENT

BUSINESS SERVICES OFFICER LEVEL 3

DIRECTORATE PLANNING AND TECHNICAL SERVICES
BRANCH BUSINESS SERVICES **POSITION NO** P0055256 / P0055268 / P0055270
P0061037 / P0062233 / P0063224

KEY RESPONSIBILITIES

Provide business management services and support to the Planning and Technical Services Directorate.

KEY DELIVERIES

Business Management Support

- Provide effective business and management support to Executive Director, Business Managers, Branch Managers and their teams.
- Provide management support in relation to:
 - leave liability reporting
 - directorate training co-ordination and reporting
 - Career conversations
 - Timesheet processes
 - air travel and accommodation arrangements
- Assist Business Managers in the implementation of Corporate and Directorate policies and procedures.
- Assist Business Manager in the implementation of SHW procedures including recording, reporting and monitoring of hazards/incidents.
- Undertake research and contribute to the review and continuous improvement of business management processes, procedures and projects.
- Contribute to the development, review and implementation of Directorate business improvements and initiatives.
- Assist Managers in the preparation of timely responses to all forms of Ministerial correspondence.
- Undertake other delegated administrative and business services functions as required.

Financial Management, Budgeting and Procurement

- Maintain accurate and up-to-date financial and accounting records in accordance with the Financial Management Act (FMA) and Main Roads' policies, standards and procedures.
- Provide support to the Business Manager with regards to budget management and financial performance, including the preparation of financial reports and monthly expenditure forecasts, monitoring Branch budgets and expenditure and initiating corrective actions as required.
- Provide advice and assistance to Managers on contract administration and procurement standards, systems and processes.
- Provide advice to Branch Managers on Procurement matters including the use of Purchase Orders and corporate Credit Card in accordance with Main Road's Supply guidelines.
- Review and reconcile corporate Credit Card statements.
- Undertake timely payment of accounts in accordance with Main Roads policies and procedures.
- Monitor all reporting, accounting and administrative systems for compliance with Main Roads policies.
- Provide advice and assistance to users of financial management systems.

Fixed Assets

- Maintain the Fixed Asset Systems, including:
 - Asset transfers, relocations, regular audits and stocktakes
 - Liaise with the Finance and Commercial Services Directorate on asset procurement, management and disposal matters

Stakeholder Relationships

- Provide advice, assistance and training to users of financial management systems, including BEARS, SmartView, Total Agility P2P, Finance portal and ORCALE.
- Build and enhance professional working relationships with internal and 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
BUSINESS MANAGER

LEVEL 6

POSITION NO
P0052036

BUSINESS SERVICES OFFICER LEVEL 3

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
		Salaried, Wages	
TOTAL			

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

ESSENTIAL:

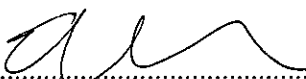
- Skill, knowledge and experience in:
 - financial management and reporting
 - contract administration and procurement including systems and procedures
 - research, analysis and problem solving
 - written communication, including preparing reports and all forms of correspondence
 - building and enhancing stakeholder relationships
 - work organisation with the ability to meet work schedules and deadlines
- 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:

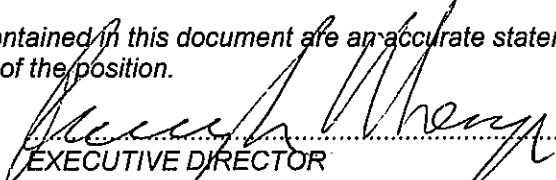
- A Certificate in Business.

CERTIFICATION

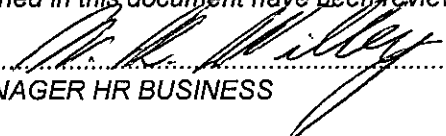
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 11/8/2020
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 11/8/20
EXECUTIVE DIRECTOR

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

SIGNATURE  DATE 12/8/20
MANAGER HR BUSINESS