


# Job Description Form

## 1. Position Details

<b>Position Title</b> OIM Business Support Officer		<b>Position Number</b> DBCA3001412	
<b>Level/Grade</b> Level 2 or 3	<b>Specified Calling</b>	<b>Agreement</b> PSA 1992, PSCA 2021	<b>Effective Date</b> 22 February 2022
<b>Division</b> Corporate and Business Services		<b>Branch</b> Office of Information Management	
<b>Section</b> Office of the Chief Information Officer		<b>Location</b> Kensington	

## 2. Reporting Relationships

<b>Position Title</b> Chief Information Officer (Manager, OIM)	<b>Level/Grade</b> L9							
<p>↑</p> <p><b>Responsible to</b></p>								
<b>Position Title</b> Business Manager (OIM)	<b>Level/Grade</b> L5	<p><b>Other offices reporting directly to this office</b></p> <table border="1"> <tr> <td><b>Position title</b> OIM Business Support Officer</td> <td><b>Level</b> Dual 2/3</td> </tr> </table>	<b>Position title</b> OIM Business Support Officer	<b>Level</b> Dual 2/3				
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<p>↑</p> <p><b>Responsible to</b></p> <p><b>This position</b></p>								
<p>↑</p> <p><b>Officers under <i>direct</i> responsibility</b></p> <table border="1"> <thead> <tr> <th>Position Title</th> <th>Level/Grade</th> <th>Approx. no. FTEs supervised</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Position Title	Level/Grade	Approx. no. FTEs supervised			
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## 3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Under the routine direction (Level 2) or general direction (Level 3) of the Business Manager (OIM):

- acts as the central point of contact for OIM stakeholders and provides business support for the department;
- provides support for the corporate computing environment relating to IT procurement, IT contract management and IT asset management functions; and
- provides financial and administrative management support for all OIM Sections.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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## 4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

The OIM Business Support Officer exhibits capabilities in line with the information and related technology (IT) Skills Framework, which consists of the Skills Framework for the Information Age (SFIA) and the WA Public Sector Commission's (PSC) Public Sector Capability Framework. Within the PSC Capability Framework, the OIM Business Support Officer has level 2 or 3 capabilities. Within the SFIA profile, the OIM Business Support Officer has Level 1 or 2 capabilities i.e. follow or assist with the skills outlined below.

### Business Support

1. Assists the Business Manager (OIM) to prepare minor (Level 2) or more complex (Level 3) procurement, including quotation/tender invitations, and assemble relevant information for tender and contract preparation.
2. Assists with routine (Level 2) or more complex (Level 3) communication between the organisation and suppliers, and the collection of supporting documentation of the service relationship, performance and compliance against stated contract Terms and Conditions throughout the contract period for reporting (Level 2) or reporting and analysis (Level 3).
3. Maintains accurate and up to date IT contracts databases and IT asset registers or equivalent systems for reporting (Level 2) or reporting and analysis (Level 3).
4. Supports the Business Manager (OIM) in the IT asset lifecycle management including acquisition, inventory, compliance, usage and disposal of the department's core IT assets.
5. Assists with (Level 2) or responds to (Level 3) stakeholder engagement/communications professionally and supports the Business Manager (OIM) to develop and enhance customer and stakeholder relationships.
6. Ensures correct systems, procedures, manuals and controls are implemented and maintained in accordance with State government and departmental policies.
7. Maintains the complete record management system ensuring compliance with departmental and legislative record management requirements.
8. Proactively adapts to (Level 2) or promotes (Level 3) the use of contemporary technology and positively adapts to (Level 2) or constantly seeks (Level 3) process improvement to assist the Business Manager (OIM) to drive efficiency and collaboration in OIM's daily administrative operations.
9. Ensures office equipment and fleet are well maintained and office supplies are adequate and cost effective.
10. Ensures administrative operations comply with occupational health and safety and welfare guidelines.

### Financial Support

11. Accurately undertakes (Level 2) or coordinates (Level 3) the preparation and processing of accounts payable and receivable, cost transfer, budget adjustment, Corporate Card reconciliation and distribution, and reimbursement of petty cash and other staff claims.
12. Proactively works with suppliers to ensure up to date information of both parties are maintained for effective communication and accurate accounting.
13. Takes prompt action to address any discrepancies/concerns with relevant stakeholders and/or suppliers.
14. Assists with the coordination (Level 2) or prepares (Level 3) the Business Manager (OIM) related reports and implementation of cost control to meet budget requirements.
15. Ensures compliance with Treasury Instructions and the provision of the Financial Management Act 2006, departmental manuals, awards, circulars, policy statements and other regulatory instruments.

### Other

16. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
17. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife as appropriate and as directed by the Chief Information Officer.
18. Undertakes other duties as directed by the Chief Information Officer.

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## 5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following three criteria. These should be addressed in no more than three pages in total.

1. Experience (Level 2) or considerable experience (Level 3) working in a complex, varied and geographically distributed public sector environment or similar, demonstrating ability to assist (Level 2) or support (Level 3) business management functions relating to IT procurement, IT contract management and IT asset management.
2. Knowledge (Level 2) or considerable knowledge and experience with (Level 3) finance and administration practices, and procurement and supply processes and procedures, particularly in relation to State government purchasing guidelines.
3. Working knowledge of contemporary information and related technology (IT) systems and modern business support practices and the ability to promote the use of IT-enabled practices across the organisation.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

4. Well-developed (Level 2) or excellent (Level 3) interpersonal skills to work effectively in a team and independently and to collaborate with a variety of key stakeholders and service providers in a professional manner.
5. Strong reading comprehension and writing skills to detail procurement, contract and asset documentation, attention to detail and effective organisational and analytical skills to solve problems efficiently.
6. Demonstrated understanding of occupational safety, health and equity, and diversity principles and practices.
7. A current "C" class driver's licence valid within the State of Western Australia.
8. Demonstrated Level 2 or Level 3 capabilities as per the Public Sector Commission's WA Public Sector Capability Framework: shape and manage strategy; achieve results; build productive relationships; exemplifies personal integrity and self-awareness; and communicate and influence effectively.
9. Ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience; and, ability to maintain skills and capabilities required to participate in state-wide 24/7/52 support of the department's information and related technology systems and services.
10. Experience in a similar role supporting business management functions such as asset management, contract management and supplier management within an IT environment. **(Desirable)**
11. Experience in a diverse corporate environment required to achieve corporate goals dedicated to biodiversity, conservation and attractions. **(Desirable)**

### Values

Our organisational values drive the way we make decisions, interact with each other, and work together to achieve results.

Our five core values — **Integrity, Collaboration, Accountability, Respect** and **Excellence** — represent our commitment to a professional and inclusive workplace culture we can all enjoy. For the purposes of this recruitment process, behaviours that reflect these values are included as **essential** selection criteria for this position.

12. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence**.

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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## 6. Other

<b>Position Status</b> Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	1		
<b>Allowances and Special Conditions</b> Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.			
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a> .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>COVID-19 Vaccination</b> An approved COVID-19 vaccination is mandatory for appointment to this position (includes all RFMSD occupations)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	599999
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## 7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>