

JOB ROLE STATEMENT

BUSINESS SERVICES OFFICER LEVEL 3

DIRECTORATE METROPOLITAN AND SOUTHERN REGIONS
BRANCH METROPOLITAN REGION **POSITION NO** P0060271

KEY RESPONSIBILITIES

Provide executive support to Director Metropolitan Operations (DMO) and business management support to the Business Manager for a range of business activities in Metropolitan Region.

KEY DELIVERIES

Business Services

- Provide effective business management support to Metropolitan Region.
- Undertake tasks to ensure successful onboarding and exiting of people in Metropolitan Region.
- Participate in the development, maintenance and improvement of Business Management processes and procedure
- Assist Business Manager in the implementation of Region’s Safety, Health and Wellbeing (SHW) plans, initiatives and similar.
- Co-ordinate and facilitate corporate events such as Family Day, NAIDOC Week, etc.

Executive Assistant

- Prioritise, prepare and organise the Director’s diary including appointments and business commitments.
- Monitor and screen incoming emails and prepare drafts that require action in order to respond on behalf of DMO, as required.
- On behalf of the DMO, liaise with the member of the Corporate Executive and senior management, various external bodies and committees including members of alliance leadership teams and industry groups, contractors and Local Government Authorities.
- Arrange and co-ordinate business meetings and functions including agenda, minutes and participants.
- Undertake and assist in research and analysis projects.
- Co-ordinate preparation of PowerPoint presentations for the DMO.
- Prepare, monitor and oversee air travel, accommodation and other requirements for the Metropolitan Region.

Fleet Management

- Co-ordinate fleet allocations as per Region’s requirements and coordinate all new vehicle requests.
- Monitor and manage monthly vehicle log sheet and defect form compliance, and ensure defects are resolved.
- Manage, monitor and report on hire vehicles.
- Monitor and recommend changes to the utilisation, distributions and effectiveness of vehicles in Metropolitan Region.

Fixed Assets

- Maintain the Fixed Asset System for Metropolitan Region, 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 customer focused services and business support to Metropolitan Region.
- Build and enhance professional working relationships with a wide range of both 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 Region, 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 roles 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 5	P0057952

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:

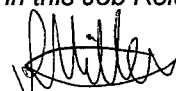
- Skill, knowledge and experience in:
 - business and administrative processes and practices, including procurement
 - financial management and reporting principles, practices and systems
 - research, analysis and problem solving
 - written communication, including preparing reports and all forms of 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:

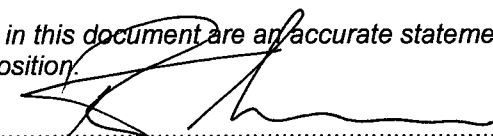
- A Certificate in Business.

CERTIFICATION

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

SIGNATURE  DATE 24/06/2022
 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 24/06/2022
 EXECUTIVE DIRECTOR

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

SIGNATURE  DATE 24/6/22
 MANAGER HR BUSINESS