

# JOB ROLE STATEMENT

## SENIOR ADVISOR ABORIGINAL BUSINESS ENGAGEMENT LEVEL 6

**DIRECTORATE** FINANCE AND COMMERCIAL SERVICES  
**BRANCH** ABORIGINAL ENGAGEMENT TRANSPORT PORTFOLIO **POSITION NO** VARIOUS

### KEY RESPONSIBILITIES

Explore and secure opportunities for Aboriginal business participation in the delivery of functions and projects undertaken by Main Roads and/or collaboration between of Main Roads and the Public Transport Authority (PTA) on infrastructure delivery projects delivered by the Office of Major Transport Infrastructure Delivery (OMTID). Engage collaboratively with Aboriginal business providers, Main Roads and OMTID to promote the engagement of Aboriginal business and act as a point of liaison for the business engagement on project locations across the State.

### KEY DELIVERIES

#### Aboriginal Business Engagement

- Explore, maximise and facilitate the growth of Aboriginal business engagement across functions and projects delivered by Main Roads only and/or the projects delivered through OMTID.
- Provide mentoring support to Aboriginal business community in identifying and overcoming barriers in accessing Main Roads' procurement process.
- Develop and facilitate the knowledge of Main Roads' procurement processes to maximise Aboriginal business participation in tendering for projects.
- Facilitate the practical 'know-how' and assistance to Aboriginal business groups in the preparation and submission of tenders.
- Participate on Main Roads' supplier procurement and tender evaluation processes to ensure due consideration is given to Aboriginal contractor submissions.
- Provide advice to external suppliers and contractors on the availability and project readiness of Aboriginal business/suppliers in various locations around the State.
- Manage up to date database of Aboriginal businesses that are suitable and available to perform works and supply goods and services to projects.

#### Project Planning and Aboriginal Business Participation

- Participate in, and influence the early stages of planning and development of tenders with the view of identifying supply opportunities and the referral of suitable Aboriginal businesses for selected works and delivery of goods and services.
- Participate in the planning, development and implementation of projects by collaboration with Project Managers, project delivery teams, Project Governance Committees to identify and secure suitable opportunities for engaging Aboriginal business as well as supporting the Aboriginal Engagement Strategies.
- Review and report on Aboriginal business engagement targets and performance across projects.
- Maintain up to date knowledge of Main Roads' procurement process, practices and evolving trends to ensure systems continue to provide opportunities for Aboriginal business participation.

#### Stakeholder Relationships

- Build and enhance trusting and enduring relationships with the representatives of Aboriginal business communities.
- Deliver presentations, influence and negotiate outcomes for Aboriginal business providers in a sensitive manner and consideration for cultural norms.
- Build and enhance professional relationships with relevant State and Federal Government agencies and bodies that provide education, training, employment and small business development assistance to Aboriginal business providers.
- Build and maintain effective working relationships with stakeholders at OMTID, Main Roads and PTA.

### 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

PRINCIPAL ADVISOR ABORIGINAL ENGAGEMENT

LEVEL 7

POSITION NO  
P0070165

# SENIOR ADVISOR ABORIGINAL BUSINESS ENGAGEMENT LEVEL 6

## POSITIONS UNDER DIRECT SUPERVISION

List the position numbers, titles and levels of positions directly supervised

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

## ALL POSITIONS UNDER CONTROL

State number of positions only

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

### ESSENTIAL:

- Substantial skill, knowledge and experience in:
  - building and enhancing stakeholder relationships in particular with Aboriginal business communities
  - promoting Aboriginal business as a supplier of works, goods and services
  - social and cultural norms and protocols in interacting with Aboriginal people
  - presentation, influencing and negotiation
- Knowledge of:
  - Aboriginal intercommunity interactions including the relations with the land and resources
  - Aboriginal community locations across Western Australia
  - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity
- Possession of a current Western Australian 'C-A' Class (car) motor vehicle drivers' licence or an approved equivalent.

### OTHER REQUIREMENTS

#### Appointment to this role is also subject to:

- Willingness and ability to undertake intrastate travel to aboriginal communities in remote parts of Western Australia.
- Undertaking some out of hours work, when required.

### CERTIFICATION

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

SIGNATURE

BRANCH/SECTION HEAD

DATE

22.8.23

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

SIGNATURE

EXECUTIVE DIRECTOR

DATE

23/08/2023

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

SIGNATURE

MANAGER HR BUSINESS

DATE

24/8/23