

# JOB ROLE STATEMENT

## ICT BUSINESS PARTNER LEVEL 6

**DIRECTORATE** FINANCE AND COMMERCIAL SERVICES  
**BRANCH** INFORMATION MANAGEMENT

**POSITION NO** VARIOUS

### KEY RESPONSIBILITIES

Provide specialist advice and solutions to nominated Directorate/Directorates for the improvement and enhancement of their business operations through the application of information systems and technology. Build and maintain collaborative working relationships with Directorate/Directorates to enable effective management of their needs and expectations relating to the provision of Information and Communications Technology (ICT).

### KEY DELIVERIES

#### ICT Business Partner

- Collaborate with Directorate/Directorates to ensure their ICT business needs are well understood and negotiate optimum solutions that meet their ICT needs and expectations and Information Management (IM) Branch objectives.
- Provide specialist advice to Directorate/Directorates for initial project scoping to ensure project scope is in line with IM Branch policies and processes.
- Provide specialist advice for the development of strategic information systems and technology plans as part of Directorate/Directorates business planning process.
- Act as an effective 'change agent', anticipate opportunities and trends in ICT technologies to develop improvement recommendations and facilitate the implementation of processes and business improvement actions.
- Manage key technology related business improvement projects.
- Provide specialist advice to Executive Directors and Branch Managers for solving business and information technology alignment issues, problems and options.
- Research 'best practice' in business technology alignment to improve Directorate/Directorates planning and performance processes.
- Facilitate a close alignment of IM Branch business goals and Directorate/Directorates information technology use.

#### Leadership and Management

- Participate in Directorate/Directorates business planning processes to provide specialist advice on relevant ICT matters.
- Provide a leadership and mentoring role to Directorate/Directorates' Leadership Team with ICT matters and issues.
- Manage employee behaviour, performance and development, when required.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.

#### Stakeholder Relationships

- Build and enhance collaborative working relationships with Directorate/Directorates including, Executive Directors, Branch Managers and other relevant staff.
- Consult on ICT matters with external stakeholders, including industry bodies, customers, contract partners, vendors, government agencies and other interest groups.
- Participate as a member of relevant internal and external committees and working parties in order to represent the IM Branch.

### 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**  
ICT BUSINESS PARTNER

LEVEL 7

**POSITION NO**  
P0070384

# ICT BUSINESS PARTNER LEVEL 6

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

- Substantial skill, knowledge and experience in
  - planning and influencing the adoption of Information and Communications Technology (ICT) and integration into business in a large and complex organisation
  - reviewing customer ICT business needs and requests and providing of suitable technology options to support their business objectives
  - business processes analysis and documentation
  - building and enhancing stakeholder relationships
  - negotiation and facilitation
  - managing employee behaviour, performance and development
  - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
- Knowledge of:
  - current information technology products and trends
  - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity

**DESIRABLE:**

- A Degree in Information and Communications Technology (ICT) or other relevant discipline.

**CERTIFICATION**

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

SIGNATURE

BRANCH/SECTION HEAD

DATE

9/8/23

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

9/08/2023

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

SIGNATURE

MANAGER HR BUSINESS

DATE

9/8/23