

JOB ROLE STATEMENT

BUSINESS SERVICES CO-ORDINATOR LEVEL 4

DIRECTORATE HUMAN RESOURCES
BRANCH ATTRACTION REMUNERATION AND DATA **POSITION NO** VARIOUS

KEY RESPONSIBILITIES

Co-ordinate the provision of business and administrative support that facilitates the effective and efficient operation of the Human Resources Directorate.

KEY DELIVERIES

Business Services Co-ordination

- Co-ordinate the development, implementation and reporting of the Directorate’s Business and Risk Management Plans.
- Co-ordinate HR Directorate internal and external communication including content for the Directorate’s “iRoads” site.
- Co-ordinate accurate and timely response to Ministerial Enquiries, Briefing Notes, and Parliamentary Questions and other correspondence.
- Develop, prepare and maintain Directorate management reports, including:
 - review and provide statistical data for the monthly business reporting
 - review leave liability status and co-ordinate preparation of leave management plans, where required
 - co-ordination of the monthly reporting cycle process for the monthly Corporate Executive Meeting
- Co-ordinate Contractor/Consultant temporary requirements across HR Directorate under the Common Use Agreement (CUA).
- Co-ordinate the activities related to Corporate Wardrobe and Employee Service Awards for Main Roads
- Co-ordinate business services, including:
 - advice on fleet management and property management
 - minute taking, preparing notes and actions for meetings
 - air travel and accommodation bookings
 - improvement actions, document control and follow up actions from internal and external audits
 - implementation of Safety, Health and Wellbeing (SHW) systems and processes
 - ordering and distribution of stationery and ICT equipment
- Supervise employee behaviour, performance and development, where required.

Budget, Financial Management and Purchasing

- Collaborate with the HR Management Team in the development and review of HR Directorate budget.
- Co-ordinate and maintain the HR budget.
- Ensure financial management transactions are performed in accordance with the Financial Management Act (FMA) and Main Roads policies, standards and procedures, including up to date financial and accounting records.
- Ensure timely processing of purchase orders and invoice payments.
- Co-ordinate the provision of purchasing services in accordance with Main Roads’ and other Government procurement policies and processes.
- Report on financial performance and provide advice on all matters relating to financial management.

Fixed Assets

- Co-ordinate the activities related to the management of the Fixed Asset System, including:
 - asset transfers, relocations, regular audits and stocktakes
 - asset procurement, management and disposal matters in liaison with the relevant branches in the Finance and Commercial Services (F&CS) Directorate

Stakeholder Relationships

- Build and maintain professional working relationships with HR Leadership Team and Section Managers, Finance and Commercial Services Directorate and other business management counterparts across Main Roads.
- Liaise with external stakeholders including other government agencies on HR business management matters.

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		POSITION NO
MANAGER ATTRACTION REMUNERATION AND DATA	LEVEL 8	P0071755

BUSINESS SERVICES CO-ORDINATOR LEVEL 4

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 Salaried, Wages	NUMBER
TOTAL			

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

ESSENTIAL:

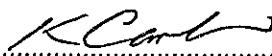
- Sound skill, knowledge and experience in
 - business and administrative processes and practices, including procurement
 - budgeting, financial management and reporting principles, practices and systems
 - research, analysis and problem solving
 - building and enhancing stakeholder relationships
 - written communication
- Knowledge of:
 - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity
- Possession of a current Western Australian ‘C’ or ‘C-A’ Class (car) motor vehicle drivers’ licence or an approved equivalent.

DESIRABLE:

- A Diploma in Business.

CERTIFICATION

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

SIGNATURE  DATE 11/3/24
BRANCH/SECTION HEAD

2. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position

SIGNATURE  DATE 11/3/24
EXECUTIVE DIRECTOR HUMAN RESOURCES