

# JOB ROLE STATEMENT

## BUSINESS MANAGER LEVEL 5

DIRECTORATE METROPOLITAN AND SOUTHERN REIGONS  
BRANCH HEAVY VEHICLE SERVICES POSITION NO P0059936

### KEY RESPONSIBILITIES

Manage the provision of business and administrative services for the Heavy Vehicle Services (HVS) Branch.

### KEY DELIVERIES

#### Business Management

- Manage business planning and reporting including the preparation, development and monitoring of HVS Branch Business Plan.
- Manage the identification, assessment and management of business risks.
- Develop, recommend and implement solutions and improvements to enable achievement of HVS business objectives.
- Manage the monthly reporting cycle process including the monthly Corporate Executive Report.
- Manage the input to the Corporate Business Plan and Annual Report.
- Manage requests for recruitment of staff in line with Full Time Employee (FTE) allocation, and in collaboration with the Human Resources (HR) Directorate.
- Manage the implementation of Corporate Safety, Health and Wellbeing (SHW) Committee strategies, plans and initiatives.
- Collaborate with corporate process owners (i.e. the Information Management Branch (IMB), Supply and Transport (S&T) Branch and the Property Management Branch (PMB) to ensure the effective application of business processes and systems.
- Manage improvement actions, document controls and follow up actions on internal and external audits.
- Facilitate awareness and conformance to corporate policies, standards, processes and systems.

#### Financial Management

- Manage the provision of Financial Management services in accordance with the Financial Management (FMA) Act and Main Roads' policies, standards and procedures.
- Manage the timely processing of payments and receipt of revenue (Sundry Debtors).
- Manage accurate and up to date financial and accounting records within corporate financial management systems.
- Manage the preparation and management of the Branch's budgets and reporting on financial performance and financial management matters.
- Manage monitoring and reporting on the Fee-for-Service funding model for the Over-Size Over-Mass (OSOM) Unit, including budget preparation, financial forecasts, processes and systems.
- Manage the development of financial reports for the OSOM Unit.
- Analyse Branch cost trends and report on risks, anomalies or opportunities.

#### Purchasing

- Manage the provision of purchasing services in accordance with Main Roads' and Department of Finance (DoF) policies and processes.

#### Vehicles, Facilities and Asset Management

- Manage the light vehicle fleet, minor plant and assets.
- Manage the purchasing and usage of assets and vehicles in collaboration with S&T Branch.
- Co-ordinate facility management activities in collaboration with PMB and other stakeholders.

#### Leadership and Management

- Manage financial, technological and physical resources to meet agreed plans, budget and performance plans.
- Manage employee behaviour, performance and development.

#### Stakeholder Relationships

- Build and maintain collaborative and professional working relationships with industry, and key internal and external stakeholders to identify issues and implement improvements in business management, commercial systems and processes.

### 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  
DIRECTOR HEAVY VEHICLE SERVICES

POSITION NO  
P0060303  
CLASS 1

## BUSINESS MANAGER LEVEL 5

**POSITIONS UNDER DIRECT SUPERVISION**

**ALL POSITIONS UNDER CONTROL**

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

State number of positions only

	POSITION No	CATEGORY	NUMBER
Business Services Co-ordinator	LEVEL 4	Salaried	1
Executive Assistant	LEVEL 3		1
Information Management Officer	LEVEL 3		1
Project Support Officer	LEVEL 3		1
<b>TOTAL</b>			Up to 4

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

**ESSENTIAL:**

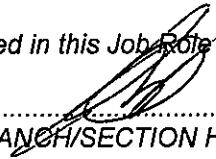
- Considerable skill, knowledge and experience in:
  - provision of business and administration services, including purchasing
  - budgeting, financial management and reporting principles, practices and systems
  - research, analysis and problem solving
  - building and enhancing stakeholder relationships
  - managing employee behaviour, performance and development
  - written communication, report writing
- 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:**

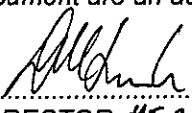
- A Diploma of Business.

**CERTIFICATION**

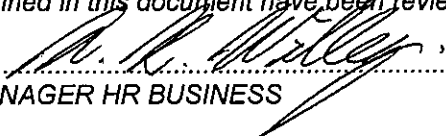
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 16.10.2019  
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 17/10/19  
EXECUTIVE DIRECTOR METRO + SOUTHERN REGIONS

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

SIGNATURE  DATE 17/10/19  
MANAGER HR BUSINESS