

# JOB ROLE STATEMENT

## BUSINESS AND SYSTEMS MANAGER LEVEL 6

**DIRECTORATE** FINANCE AND COMMERCIAL SERVICES  
**BRANCH** ABORIGINAL ENGAGEMENT TRANSPORT PORTFOLIO **POSITION NO** P0071185

### KEY RESPONSIBILITIES

Manage the business requirements and the improvement and enhancement of Aboriginal Participation Systems and technology for the Aboriginal Engagement Transport Portfolio (AETP) Branch.

### KEY DELIVERIES

#### Business Management

- Manage the identification, assessment and management of AETP risks and opportunities.
- Manage business planning and reporting, including the preparation, development and monitoring of the AETP business plan, and provide support to Director AETP and Managers in the preparation of business plans and performance agreements.
- Manage and facilitate the development, maintenance and improvement of business processes and systems.
- Project manage business projects and contracts for the AETP.
- Manage AETPs input to Corporate Business Plans and Annual Reports.
- Manage Business and strategic issues on behalf of the Director and communicate with Transport Portfolio Executive Directors, Directors and Managers.
- Oversee management requests for recruitment of staff and establishment changes in accordance with AETP human resources allocation in collaboration with Human Resources (HR) Directorate.
- Manage the implementation of business systems and practices across AETP and the Transport Portfolio.
- Manage the provision of business management and project administration services to AETP.
- Facilitate AETP compliance with corporate Safety, Health and Wellbeing (SHW) requirements in collaboration with Corporate Safety, Health and Wellbeing Branch.
- Manage the preparation, evaluation, reporting and financial management of the AETP operational financial performance and budget.
- Facilitate AETP compliance with internal Management Review and Audit (MRA) requirements including close-out of audit recommendations.

#### Information and Communications Technology (ICT)

- Provide specialist advice, solutions, and project management oversight to improve and enhance Aboriginal Participation (AP) Systems through information systems and technology.
- Manage integration of AP Systems across portfolio, including training and assistance with Systems.
- 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 technology related business improvement projects.
- Research 'best practice' in business technology alignment to improve AETP planning and performance processes.
- Facilitate close alignment of business goals and AETP information technology use.
- Facilitate integration of Transport Portfolio information systems.

#### Leadership and Management

- Contribute and participate in formulation of AETP policy, standards and strategy, and business planning processes.
- Provide a leadership and mentoring role to AETP Leadership Team in relation to Business and Systems matters and issues.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

#### Stakeholder Relationships

- Build and enhance collaborative working relationships across the Transport Portfolio Directorates including, Executive Directors, Branch Managers and other relevant staff.
- Consult on business management and ICT matters with external stakeholders, including industry bodies, customers, contract partners, vendors, government agencies and other interest groups.

### 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 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  
ASSISTANT DIRECTOR

LEVEL 8

POSITION NO  
P0071158

# BUSINESS AND SYSTEMS MANAGER 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
Business Manager	LEVEL 5	Salaried	
Business Systems & Intelligence (proposed)	LEVEL 5		
APC Contracts & Compliance (proposed)	LEVEL 5		
<b>TOTAL</b>			

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

**ESSENTIAL:**


- Substantial skill, knowledge and experience in:
  - management of business functions including business planning and reporting in large complex organisation
  - assessing ICT business needs and implementing suitable technology options to support achievement of business objectives
  - planning and influencing the adoption and integration of ICT to support business performance
  - contract management for provision of services
  - building and enhancing stakeholder relationships, negotiation and consultation
  - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
  - managing employee behaviour, performance and development
- Knowledge of:
  - 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.

**DESIRABLE:**


- A Degree in Commerce (Management).

**CERTIFICATION**

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

SIGNATURE  DATE 07/03/23  
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 09/03/2023  
EXECUTIVE DIRECTOR

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

SIGNATURE  DATE 9/3/23  
MANAGER HR BUSINESS