

JOB ROLE STATEMENT

ABORIGINAL PARTICIPATION MANAGER LEVEL 7

DIRECTORATE FINANCE AND COMMERCIAL SERVICES
BRANCH ABORIGINAL ENGAGEMENT TRANSPORT PORTFOLIO *POSITION NO* P0071232

KEY RESPONSIBILITIES

Responsible for maximising Aboriginal business and employment outcomes on the current and future pipeline of infrastructure projects across the Transport Portfolio.

KEY DELIVERIES

Aboriginal Participation

- Design, implement and evaluate strategies, plans and initiatives to achieve the goals and objectives of the AETP and the Aboriginal Participation function.
- Develop Aboriginal Participation Strategies for major projects and oversee the development, implementation and monitoring of Aboriginal Participation Plans.
- Prepare information required for Aboriginal Participation Strategies, including assessments of capabilities of local Aboriginal employees and businesses in surrounding areas of transport infrastructure projects.
- Participate in key meetings with representatives of project teams of infrastructure projects.
- Maintain oversight of Aboriginal participation performance across the transport infrastructure projects, identify and manage risks, and develop strategies and plans to improve outcomes on projects.
- Develop and improve initiatives and programs aimed at supporting Aboriginal business participation.
- Manage AETP Project Participation to achieve implementation of processes in accordance with the required criteria.
- Prioritise the allocation of time and resources according to the infrastructure project's importance, value, and potential Aboriginal Participation outcomes.
- Analyse past infrastructure projects and Aboriginal engagement practices to recommend improvements to increase Aboriginal Participation outcomes on future infrastructure projects.

Leadership and Management

- Participate in AETP leadership activities, including risk management and business planning.
- Manage employee behaviour, performance and development.

Stakeholder Relationships

- Maintain strong relations with key stakeholders from Project Teams, including Projects Directors and Project Managers responsible for delivering major transport infrastructure projects.
- Work collaboratively and effectively with AETP leadership and managers from other strategic functions.
- Build and maintain positive relations with Aboriginal businesses, co-ordinate activities to support the business to supply goods and services to the Transport Portfolio.
- Maintain effective stakeholder relations with external Aboriginal representative organisations such as Aboriginal business industry groups, community leaders, and reference groups.
- Ensure working relationships with Aboriginal engagement staff based regionally are maintained and effective.

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		POSITION NO
DIRECTOR ABORIGINAL ENGAGEMENT TRANSPORT PORTFOLIO	LEVEL 9	P0070842

ABORIGINAL PARTICIPATION MANAGER LEVEL 7

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
		Salaried, Wages	
TOTAL			

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

- Aboriginality is a genuine qualification for this position in accordance with the Section 50(d) of the Equal Employment Opportunity Act 1984. To perform this role, it is essential that the person who holds the role be an Aboriginal person.
- Comprehensive skill, knowledge and experience in:
 - experience in a similar Aboriginal participation role in large organisations and projects
 - high level interpersonal and negotiation skills
 - highly developed conceptual, problem solving and analytical abilities
 - excellent project management, organisational, and time management skills, with the ability to work well to meet concurrent deadlines
 - managing employee behaviour, performance and development
 - building and enhancing stakeholder relationships
- 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.

CERTIFICATION

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

SIGNATURE DATE

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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

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EXECUTIVE DIRECTOR

OFFICIAL

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

SIGNATURE DATE
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MANAGER HR BUSINESS