

JOB ROLE STATEMENT

BUSINESS MANAGER LEVEL 6

DIRECTORATE FINANCE AND COMMERCIAL SERVICES
BRANCH BUSINESS MANAGEMENT

POSITION NO VARIOUS

KEY RESPONSIBILITIES

Manage the provision of executive, business management function and project administration support services for the Finance and Commercial Services Directorate.

KEY DELIVERIES

Business Management

- Manage the identification, assessment and management of Directorate's risks.
- Manage business planning and reporting, including the preparation, development and monitoring of the Directorate Business.
- Plan and performance agreement and provide support and guidance to Branch Managers in the preparation of business plans and performance agreements.
- Manage and facilitate the development, maintenance and improvement of business processes and systems.
- Manage Directorate input into the Corporate Business Plan and Annual Report.
- Manage Directorate business and strategic issues on behalf of the Executive Director and communicate with other Main Roads' Executive Directors, Directors and Managers.
- Oversee the management of requests for recruitment of staff in accordance with Directorate Full-time employee (FTE) allocation, and in collaboration with the Human Resources (HR) Directorate.
- Identify opportunities and manage improvements in the delivery of business services.
- Manage the implementation of business systems and practices across Directorate.
- Manage the provision of business management and project administration services to Branch Managers, including auditing the Directorate's fixed assets and vehicle allocation.
- Manage the development and maintenance of Directorate 'iRoads' pages, including Directorate communication and information.
- Facilitate Directorate compliance with corporate Safety, Health and Wellbeing (SHW) Management Framework in collaboration with the HR Safety Branch.

Financial Management

- Manage Directorate financial management in accordance with the Financial Management Act and Main Roads policies.
- Manage the preparation, reporting and financial management of the Directorate operational budget.
- Analyse, evaluate and report on Directorate financial performance and operational expenditure.

Executive Support

- Manage the provision of executive support to the Executive Director.
- Manage the preparation and reporting of ministerial correspondence, parliamentary questions and briefing notes, and provision of executive support for committees.
- Manage the preparation and monitoring of air travel and accommodation requirements.

Leadership and Management

- Manage employee behaviour, performance and development.
- Lead the implementation, review and enhancement of business services, systems and practices across the Directorate.
- Contribute to the formulation of Directorate policy, standards and strategy.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.

Stakeholder Relationship

- Build and enhance working relationships across the Directorate and all other Main Roads' Directorates and their stakeholders.
- Liaise with Senior Management on behalf of the Executive Director.
- Represent the Executive Director at meeting and workshops and convey the Director's and the Directorate views.

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 their 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**

EXECUTIVE DIRECTOR FINANCE AND COMMERCIAL SERVICES

CLASS 1

POSITION NO

P0051597

BUSINESS 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
Various		Salaried, Wages	various

TOTAL

various

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

ESSENTIAL:

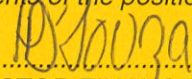
- Substantial skill, knowledge and experience in:
 - management of business functions, including business planning
 - managing employee behaviour, performance and development
 - financial management and reporting
 - research, analysis and problem solving
 - building and enhancing stakeholder relationships
 - managing technological, physical and other resources within agreed allocations to meet agreed outcomes
- Knowledge of:
 - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity

DESIRABLE:

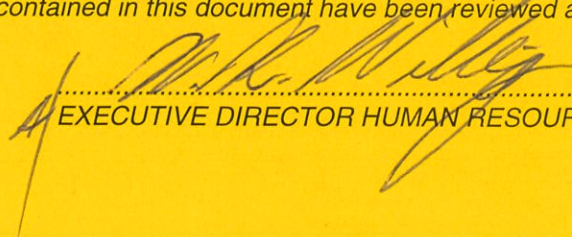
- A Degree in Commerce (Management) or Business Administration or other relevant discipline.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed to 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 24/10/2024
 EXECUTIVE DIRECTOR FINANCE AND COMMERCIAL SERVICES

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

SIGNATURE  DATE 24/10/24
 EXECUTIVE DIRECTOR HUMAN RESOURCES