

JOB ROLE STATEMENT

LEGAL AND COMMERCIAL SERVICES MANAGER LEVEL 7

DIRECTORATE FINANCE AND COMMERCIAL SERVICES
BRANCH LEGAL AND COMMERCIAL SERVICES **POSITION NO** P0063263

KEY RESPONSIBILITIES

Manage the provision of legal and commercial services such as insurance, public liability/contract works claims management, fraud and corruption prevention, risk management and commercial agreements.

KEY DELIVERIES

Legal Services

- Manage the facilitation of legal advice from the State Solicitor's Office (SSO).
- Manage the preparation of commercial agreements for Main Roads.
- Provide expert advice to managers and staff on legal matters.
- Manage amendments to Main Roads Act 1930 and regulations.
- Contribute, at expert level, to the management of major litigation involving the Commissioner of Main Roads.
- Represent Main Roads at pre-trial conferences and other settlement/negotiation meetings.

Risk Management

- Manage the administration of corporate risk management and business continuity processes.
- Manage the preparation of risk management reports for management and Corporate Executive.
- Manage the deployment and administration of the Portfolio Risk Management System.
- Manage the preparation and delivery of risk management training to managers and staff.
- Provide expert advice to managers and staff on all aspects of corporate risk management.

Leadership and Management

- 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 strategic relationships with legal advisers and Main Roads staff.
- Build and enhance professional working relationships with external agencies, particularly within the Transport portfolio and the State Solicitor's Office.

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 LEGAL AND INSURANCE SERVICES	LEVEL 8	P0056935

LEGAL AND COMMERCIAL SERVICES 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
Legal and Project Co-ordinator (x2)	LEVEL 5	Salaried, Wages	2
Project and Legal Services Officer (x2)	LEVEL 4		2
TOTAL			4

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

- Comprehensive skill, knowledge and experience in:
 - commercial services management in a large and complex organisation
 - integrity and ethical behaviour management in a large and complex organisation
 - legal practices and procedures
 - negotiation and facilitation
 - building and enhancing stakeholder relationships
 - 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

CERTIFICATION

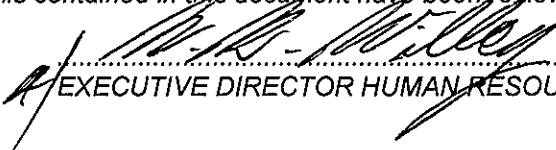
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE DATE
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
EXECUTIVE DIRECTOR FINANCE AND COMMERCIAL SERVICES

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

SIGNATURE  DATE 8/11/24
EXECUTIVE DIRECTOR HUMAN RESOURCES