

JOB ROLE STATEMENT**BUSINESS MANAGER
LEVEL 5**

DIRECTORATE PLANNING AND TECHNICAL SERVICES
BRANCH BUSINESS SERVICES

POSITION NO P0061494

KEY RESPONSIBILITIES

Manage the provision of operational business services for the Planning and Technical Services (P&TS) Directorate.

KEY DELIVERIES**Business Services**

- Manage the provision of effective business services that contribute to the delivery of the Directorate outcomes.
- Manage the provision of administrative, human resource management and records management services.
- Manage the implementation of the corporate SHW committee strategies, plans and initiatives.
- Collaborate with Directorate Business Manager in business planning process including risk management, development of business plans and reporting.
- Contribute to the development, maintenance and improvement of Directorate business processes and systems.
- Manage administrative services, including the allocation of resources within the Section.
- Facilitate awareness and conformance to Directorate and Corporate policies, standards, plans and initiatives.

Financial Management

- Manage the provision of financial management services in accordance with the Financial Management Act (FMA) and Main Roads policies, standards and procedures.
- Facilitate the preparation and management of Directorate operational budget and reporting on financial performance and financial management matters.
- Analyse and evaluate the Directorate's operational expenditure.
- Facilitate effective Financial Management procurement activities within Main Roads guidelines.
- Provide specialist advice on procurement in accordance with Main Roads' and other Government procurement policies and processes.

Vehicles, Facilities and Asset Management

- Manage Directorate's light vehicle fleet, minor plant and assets.
- Manage the purchasing and usage of assets and vehicles in collaboration with the Supply and Transport Branch.
- Co-ordinate facilities management activities across Directorate in collaboration with the Property Management Branch.

Leadership and Management

- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcome.
- Manage employee behaviour, performance and development.
- Project manage various non-engineering projects and contracts for the Directorate.
- Co-ordinate the provision of customer focused Business services to the Executive Director Planning and Technical Services, Branch Managers and external stakeholders.

Stakeholder Relationships

- Undertake consultation, liaison and negotiation with key internal and external stakeholders on the provision of management and business services.
- Build and enhance collaborative working relationships across the Directorate and with other Main Roads directorates.

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**
BUSINESS MANAGER

LEVEL 6

POSITION NO
P0071889

BUSINESS MANAGER LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

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

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Business Services Officer
Business Services Officer

LEVEL 3
LEVEL 1

Salaried

1
1

TOTAL

2

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

- Considerable skill, knowledge and experience in:
 - management of business and administrative services in a large/complex organisation
 - budget, 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 in Business.

CERTIFICATION

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

SIGNATURE

BRANCH/SECTION HEAD

DATE

7/10/20

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE

EXECUTIVE DIRECTOR

DATE

7/10/20

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

SIGNATURE

MANAGER HR BUSINESS

DATE

8/10/20