

## POSITION DETAILS

**Position Title**

Ministerial Liaison Officer

**Position Number**

14400

**Classification Level**

Level 5

**Award/Agreement**

Public Service and Government Officers  
General Agreement

**Division/Directorate**

Office of the Director General

**Branch/Section**

Ministerial Liaison and Executive Services

**Physical Location**

140 William Street, Perth/246 Vincent Street,  
Leederville

**Effective Date**

1/02/2019

**Employment Type**

Permanent

Full time

## REPORTING RELATIONSHIPS

**Position reports to**

Senior Ministerial Liaison Officer L6

**Positions reporting to this position**

Nil

## PURPOSE OF THE POSITION

Coordinates Departmental responses to ministerial questions. Drafts initial templates for ministerial responses including background information, election commitments (where applicable) and assigns to Divisions.

Reviews approved draft for quality, consistency, standard and style.

Provides support and training to department staff on ministerial processes and document content as required.

## ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION	VISION	VALUES
<b>Enlivened and successful communities and economy</b>	<b>To facilitate lively communities and economy and the offering of outstanding and inclusive sporting and cultural experiences</b>	<b>Vision Excellence Diversity Leadership Integrity</b>

### DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

### DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

## DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

- Assists the Senior Ministerial Liaison Officer with the coordination of ministerial, Cabinet and parliamentary processes.
- Researches and drafts initial template responses to ministerial documents including background information and election commitments (where applicable).
- Assigns requests and provides all relevant supporting information and coordinates responses requiring cross divisional/portfolio input.
- Provides support and training to department staff on ministerial processes and document content as required.
- Ensures all written communications with the Minister's office are quality assured and advice is consistent.
- Ensures Ministerial office deadlines are followed up within the department and liaises with relevant staff to ensure compliance.
- Ensures urgent matters such as Parliamentary Questions, Cabinet requests and referrals, media inquiries and requests for speech and briefing notes are prioritised appropriately and followed up effectively.
- Prepares ministerial documentation and other required correspondence.
- Contributes to continuous improvement and recommends improvements to processes and procedures.
- Establishes and maintains professional working relationships with key stakeholders and client groups, including the Ministers' offices and other government agencies within a customer focused team.
- Performs other duties as required.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## WORK RELATED REQUIREMENTS

Essential Pre-employment requirements: e.g. qualifications, licences

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

1. Shapes and Manages Strategy
  - Supports shared purpose and direction and harnesses information and opportunities
  - Draws on information from a range of sources, uses judgement to analyse, works within agreed guidelines to make decisions, incorporates outcomes into work plans.
2. Achieves Results
  - Takes responsibility for managing projects to achieve results
  - Demonstrates flexibility and copes with day-to-day changes in priorities.
3. Builds Productive Relationships
  - Nurtures internal and external relationships
  - Shares learning and supports others.
4. Exemplifies personal integrity and self-awareness
  - Demonstrates public service professionalism and probity
  - Demonstrates self-awareness and a commitment to personal development.
5. Communicates and Influences Effectively
  - Communicates clearly
  - Listens, understands and adapts to audience.

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Special Conditions

- National Police Clearance.

### Appointment is subject to:

- Please enter any additional special conditions.
- 100 point identification check; and
- Criminal Records Screening clearance.

### Training:

- Complete induction within three months of commencement;
- Read and acknowledge key Departmental policies and Code of Conduct;
- Complete any training specific to the role required by Departmental policy; and

- Complete the department's AEDM within six months of appointment eg. duties required to undertake the role.

## CERTIFICATION

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

.....  
**Corporate Executive Representative Signature**

Date (DD/MM/YYYY)

*I have read and accept the responsibilities of the Job Description Form.*

*The position's duties are to be performed in accordance with the Department's Code of Conduct.*

.....  
**Employee Signature**

Date (DD/MM/YYYY)

**REGISTERED**

DEPARTMENT OF LOCAL  
GOVERNMENT, SPORT AND CULTURAL  
INDUSTRIES

Initials: AM

Date: 19.02.2019