



Job Description Form

JOB TITLE: Ministerial Liaison Officer	POSITION NUMBER: SD110026	CLASSIFICATION: Level 4
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AWARD Public Service and Govt Officers General Agreement	POSITION TYPE Permanent Full Time
GROUP Corporate Services	BRANCH Departmental Co-ordination Unit
POSITION REPORTS TO IR073779 - Manager Ministerial Services	POSITIONS REPORTING TO THIS POSITION Nil
PURPOSE OF POSITION Monitors the Ministerial Tracking System to ensure that it is coordinated in accordance with departmental and Minister's Office requirements, identifying areas of concern and recommending remedial action or process improvements as required.	
CORPORATE CONTEXT The Department of Jobs, Tourism, Science and Innovation is Western Australia's lead agency for economic development, international trade and investment, and tourism. It also leads the promotion and development of the defence, international education, science and innovation sectors in Western Australia. For further information please visit our website at www.jtsi.wa.gov.au .	
GROUP CONTEXT The Corporate Services Division provides efficient and appropriate corporate services and advice to management and staff in support of the Department's vision and roles.	
OPERATIONAL CONTEXT Co-ordinates the Department's communications with Ministerial Offices, Parliament, the Department of Premier and Cabinet and the Office of the Information Commissioner, and compliance with Government travel policy.	



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ROLE SPECIFIC RESPONSIBILITIES

- Monitors the Ministerial Tracking System to ensure that it is coordinated in accordance with departmental and Minister's Office requirements, identifying areas of concern and recommending remedial action or process improvements as required.
- Liaises with, and advises all departmental officers on all aspects of Ministerial enquiries including the processes involved, preparation of responses and quality control.
- Receives Ministerial correspondence, parliamentary questions, Cabinet submissions and request for action from within the Department and from the Minister's Office. Designates an appropriate Director and coordinates the reply within the set timeframe.
- Prepares draft responses to routine enquiries received from the Minister's Office, Members of Parliament or other government departments.
- Drafts reports for the Manager Departmental Coordination Unit on the Ministerial correspondence processed.
- Receives, checks, approves and records completed overseas travel reconciliation forms, and where necessary seeks additional information from the relevant division.
- Provides general administrative support to the Unit.
- Represents the Department on committees working groups and other forums as and when required.
- Provides back up to the Freedom of Information (FOI) Coordinator position as required.

CORPORATE RESPONSIBILITIES

- Demonstrates the Department's values which are: working together; leadership; integrity; transparency and excellence in delivery.
- Demonstrates effective leadership and integrity by complying with the Departmental Code of Conduct and all Policies and Procedures.

JOB REQUIREMENTS

Essential

- Sound written and verbal communication skills with the ability to liaise effectively with senior staff to discuss requirements for specific Ministerials. Also, an ability to establish and maintain effective working relationships is essential.
- Demonstrated understanding of the processes and procedures surrounding a ministerial liaison environment.
- An understanding of FOI legislation and associated procedures.

CAPABILITIES

- Sets and meets own and/or group priorities within agreed timeframes and with limited direction.
- Demonstrates conceptual, research, analytical and innovative problem solving skills.
- Deals effectively and professionally with contacts and team members.

PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS

Permanent Resident/Citizen of Australia



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JOB LOCATION	1 Adelaide Terrace
ACCOMMODATION AND/OR SPECIAL ALLOWANCES	Not Applicable

Approved Date

28-AUG-2017