

## Job Description Form

**Division/Directorate:** State Services People Services  
**Reports to:** Director People Services  
**Branch/Section:** PEO Support and Transport  
**Supervises:** Up to 8 FTE  
**Location:** West Perth

### **Manager, Parliamentary Electorate Offices and Executive Transport Services (PEO), Level 8 (DPC18023)**

**Our vision is to lead a connected government that delivers a brighter future for Western Australians.**

The Department of the Premier and Cabinet (DPC) leads the public sector in providing whole-of-Government advice and support to the Premier and Cabinet in their service of the WA community.

Our areas of responsibility include Office of Digital Government, Intergovernmental Relations and Strategic Priorities, Aboriginal Engagement and Community Policy, Infrastructure, Economy and Environment and State Services.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

**Our values, Leadership, Connection and Impact, underpin the way we work.**

As part of the State Services Division and the People Services Directorate, the core purpose of the Parliamentary Electorate Office (PEO) and Executive Transport Services (ETS) branch is to ensure Members of Parliament (MP) can perform their duties effectively by providing the required advice and support to the MP and their staff, as well as managing all aspects of MP electorate office accommodation.

You will also have an impact by managing ETS for Ministers and senior officers, together with ensuring all DPC facilities are in excellent order. This



position leads departmental strategic initiatives for PEO and provides advice and solutions on issues relating to all role responsibilities.



## About the Role and Responsibilities

The Manager PEO Support and Transport leads and manages the PEO and ETS teams, ensuring high-quality support for Members of Parliament and their staff.


This position provides high-level strategic advice and support on:

- human resources and industrial relations matters,
- Government office accommodation,
- MP and former Premier entitlements.

This position also oversees DPC facilities management, executive transport services for Ministers and senior officers, the DPC vehicle fleet and onsite car parking allocation.

The Manager PEO Support and Transport:

- Identifies and promotes opportunities for improvement in delivering human resources services, facilities management, MP/former Premier entitlements and executive transport services.
- Contributes and supports the development of departmental strategic and corporate plans, formulation and implementation of directorate goals, and policy development.
- Provides and advises on strategic matters to the Director General, Assistant Director General and Director regarding HR services and entitlements for MPs, transportation for Ministers and senior officers, DPC fleet management, carparking, DPC facilities, and MP electorate office accommodation.
- Builds and maintains collaborative communication and working relationships with Presiding Officers, MPs, PEO staff, and internal and external stakeholders on issues relating to support for MPs and electorate offices.
- Provides and manages industrial and HR policy advice to Presiding Officers and MPs, including complex industrial issues relating to PEO employment.
- Represents and negotiates on behalf of DPC in enterprise bargaining for PEO and ETS employment agreements, in consultation with Government Sector Labour Relations.
- Liaises and consults at a high level with other public sector agencies within and outside Western Australia to ensure effective, efficient, and timely information supports decision-making processes.
- Manages and oversees contractual arrangements for leases, building works, asset management, and office security systems for MPs and their staff.
- Manages and undertakes special assignments, projects, and other matters associated with the operations of PEO and ETS.
- Develops and implements policies relating to the operations and functions of the PEO Support and Transport Unit.

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- Researches and evaluates innovative procedures and codes of practice (including ethics) for application within the PEO Support and Transport Unit.
  - Performs and delivers other duties as required in line with strategic objectives, business plans, local workload priorities, and performance management plans.

### **Corporate Responsibilities**

- Exhibits accountability, professional integrity and respect consistent with DPC Values, the Code of Conduct, and the public sector Code of Ethics.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the *Work Health and Safety Act 2020*
- Undertakes other duties as required.

### **Building Leadership Impact**

We consider all our people are leaders and aim to build the impact of their leadership in our important work for the sector and community. As such we expect all our people to adopt the expected behaviours and associated mindsets outlined in and described fully in [Leadership Expectations](#).

The leadership context of this position is [Leading Leaders](#) and there are opportunities for professional development and growth.

Leadership expectations for this role:

#### **Lead collectively**

You understand how your work fits in the public sector and recognise your role in delivering value for the future of Western Australians.

#### **Think through complexity**

You know where to find relevant information and use a commonsense approach to research and analyse and then make evidence-based recommendations.

#### **Dynamically sense the environment**

You seek to understand expectations and problems by listening actively and asking clarifying questions.

#### **Deliver on high leverage areas**

You pursue with tenacity the high leverage priorities that are essential to your work and agency.



## **Build capability**

You understand your role as a leader in fostering a healthy workplace across your team or work area that aligns with creating a positive culture in the sector.

## **Embody the spirit of public service**

You ensure your work practices and those of your team or work area are in accordance with the policies and procedures of your agency.

## **Lead adaptively**

You take responsibility and accountability for your own development pathway, seeking guidance when necessary to identify appropriate development goals and plans.

## **Work Related Capabilities (Selection Criteria)**

### **Essential**

1. Demonstrated experience aligning operational activities with strategic objectives, using insights from a variety of sources to inform decisions and guide others on the purpose and value of their work.
2. Proven ability to adapt to changing priorities, manage projects through to completion, monitor progress, and adjust plans as needed, with the ability to apply specialist expertise to achieve high-quality business outcomes.
3. Demonstrated experience building and maintaining effective relationships with senior stakeholders, responding proactively to client needs, sharing information openly, and working collaboratively within teams.
4. Experience in providing constructive advice, engaging respectfully in challenging discussions, and upholding public sector values.
5. Strong communication skills, communicating confidently and clearly in both written and verbal formats, tailoring messages to suit different audiences and selecting appropriate methods to ensure clarity.

### **Desirable**

Tertiary qualification in a relevant discipline.

## **Special Employment requirements:**

For permanent appointments you must also be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments need a valid work visa for the duration of their contract.

Appointment is also dependent on a 100-point identification check and Criminal Records Screening Clearance.



## Certification

**Authorising Signature:**

**People Services:**

**Date:**

**Date:**