

**JOB ROLE STATEMENT****MINISTERIAL AND GOVERNMENT BUSINESS MANAGER  
LEVEL 7**

**DIRECTORATE** STRATEGY AND COMMUNICATIONS  
**BRANCH** EXECUTIVE AND CORPORATE  
 COMMUNICATIONS

POSITION NO P0063226

**KEY RESPONSIBILITIES**

Manage ministerial and government business for Main Roads including the provision of effective and timely responses to ministerial correspondence, requests for reports, briefing notes and parliamentary business enquiries.

**KEY DELIVERIES****Ministerial and Government Business**

- Manage ministerial and government business and provide expert advice and solutions to all related matters and issues.
- Develop, implement and manage a quality assurance process to ensure information disseminated via the Executive and Corporate Communications (ECC) Branch upholds/adheres to required standards.
- Manage professional feedback and expert advice to customers/stakeholders on the application of ministerial and government business standards and expectations.
- Prepare expert advice and reports to the Commissioner of Main Roads and Managing Director on Main Roads' initiatives and activities and how the initiatives support government objectives/commitments.
- Manage ministerial and parliamentary business compliance to relevant corporate and government policies and standards and ensure appropriate improvement actions are implemented as required.
- Manage the achievement of outcomes as expected by the Minister's Office and reporting on Key Performance Indicators (KPIs).
- Responsible for the Ministerial Commitments Register, Active Enquiry Register and the Quarterly Ministerial Project update.
- Responsible for the progress and close out outstanding Ministerial and Parliamentary enquiries and correspondence.
- Manage and follow up the preparation of advice on Cabinet matters, including Main Roads' submissions and papers and Parliamentary Questions.
- Ensure the provision of appropriate training to Branch employees and other Officers to maintain the required level of capability in delivering ministerial and government business.

**Leadership and Management**

- Manage the ECC Branch including the provision of executive support to the Managing Director and Corporate Executive meetings
- Act as the functional expert with regards to ministerial and government business protocols, processes and procedures as well as providing tactical guidance in addressing matters of sensitivity and discretion.
- Manage review and implementation of Branch policies, procedures and activities.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

**Stakeholder Relationships**

- Build and maintain collaborative and professional working relationships with the Minister's Office, Transport Portfolio, other Government agencies and key stakeholders.
- Liaise with all Directorates and facilitate the provision of accurate, timely and relevant information and expert advice.

**OCCUPATIONAL SAFETY, HEALTH AND WELLBEING (OSH&W)**

Responsible for active participation and performance to OSH&W standards as detailed by the Main Roads' Safety, Health and Wellbeing (SH&W) Management System - refer to "SH&W Responsibility and Accountability 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**  
 MANAGER EXECUTIVE AND CORPORATE COMMUNICATIONS

LEVEL 8

POSITION NO  
P0062650

# MINISTERIAL AND GOVERNMENT BUSINESS MANAGER

## LEVEL 7

### POSITIONS UNDER DIRECT SUPERVISION

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

### TITLE and LEVEL

Ministerial Correspondence Manager

LEVEL 6

### ALL POSITIONS UNDER CONTROL

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Ministerial Correspondence Manager	LEVEL 6	Salaried, Wages	3
<b>TOTAL</b>			<b>3</b>

### SELECTION CRITERIA

#### ESSENTIAL:

- Comprehensive skill, knowledge and experience in:
  - managing ministerial and government business in a large public sector organisation
  - managing discreet and sensitive issues in accordance with protocols, confidentiality and privacy requirements
  - processes and procedures in the preparation of parliamentary, ministerial and other correspondence
  - building and enhancing stakeholder relationships at inter-departmental and senior management levels
  - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
  - managing employee behaviour, performance and development
- Knowledge of:
  - government, parliamentary and legislative processes
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

#### DESIRABLE:

- A Degree in Public Administration or Commerce (Management).

### CERTIFICATION

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

SIGNATURE



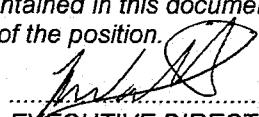
DATE

20/2/17

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

20/2/17

EXECUTIVE DIRECTOR

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

SIGNATURE



DATE