



## Senior Ministerial Liaison Officer - Level 5 (IR040173)

<b>Group:</b>	Dpt. Local Gov, Industry Regulation and Safety	<b>Location:</b>	Perth - 140 William St
<b>Division/Directorate:</b>	Dpt. Local Gov, Industry Regulation and Safety	<b>Supervises:</b>	0
<b>Branch:</b>	Office of the Director General	<b>Reports to:</b>	Manager Ministerial Services
<b>Section:</b>	Ministerial Services		

### Operational Context

Office of Director General Branch contributes towards the successful achievements of the Department's strategic direction. The Branch does this by supporting the Director General and ensuring effective communication and interactions with the Minister's office, the Executive Leadership Group, external stakeholders and staff. The branch coordinates ministerial, parliamentary, cabinet and government business services across the Department and provides support and advice to the business areas through these processes.

### Role Overview

This position coordinates Ministerial operations within the department. This position also oversees the preparation and transmission of Ministerial correspondence, briefing notes, Cabinet matters and Parliamentary Questions in a timely manner against agreed standards, and liaises with the Minister's Office to ensure effective and high quality service delivery for Ministerial business.

### Building Leadership Impact as a Leader of Others

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles.

Leadership in this position is about delivering high-quality work as a specialist in their domain of expertise, balanced with a focus on training, motivating and enabling others.

### Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Coordinates and monitors the preparation of Ministerial correspondence, Parliamentary Questions, briefing notes and Cabinet submissions within prescribed timeframes.
- Participates in the daily activities of the Ministerial Liaison Section in accordance with Divisional and Group objectives.
- Provides an effective and efficient interface with the Minister's office, departmental executives, staff and external agencies to ensure effective communications are maintained.
- Assists in the planning and management of training of staff in Ministerial procedures and protocols.
- Assists in the development and implementation of communication strategies that provide for effective and efficient responses to Parliamentary and Ministerial enquiries as well as effective relations with the Minister's Office.
- Provides accurate and timely advice to the Executive, General Managers and other members of staff relating to Parliamentary and Ministerial enquiries.
- Prepares workload and volume reports to inform a range of audiences.
- Develops and implements quality control measures and ensures the timely delivery of Parliamentary and Ministerial enquiries.
- Liaises with senior staff to provide a historical database of information relating to Parliamentary and Ministerial enquiries.
- Undertakes high-level research on issues relating to Parliamentary and Ministerial enquiries as required.
- Reviews and updates training manuals for ministerial systems.
- Represents the Department on committees working groups and other forums as and when required.

### Corporate Responsibilities

The following outlines departmental responsibilities:

- Acts ethically and supports others to do the same, in line with the departments Values and the Code of Conduct.
- Takes reasonable care to protect your own safety, health and wellbeing at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
- Performs other duties as directed.

### Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Excellent written communication skills, including the ability to prepare sensitive, contentious or complex Ministerial correspondence, proofread documents and edit the work of others.
- Demonstrated ability to act professionally and impartially at all times, particularly in relation to sensitive and confidential issues which arise in a Ministerial liaison environment.
- Demonstrated ability to apply independent judgement, problem-solve, and identify solutions and/or improvement opportunities.
- Demonstrated experience in dealing with correspondence within a large diverse organisation with knowledge and understanding of the processes, procedures and protocols surrounding a ministerial liaison environment.

### Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Leader of Others - Knowledge](#), the following outlines those that are required to undertake this role:

- **Lead Adaptively** - You proactively participate in learning opportunities, reflect on your learnings and, with appropriate support, actively implement them.
- **Embody The Spirit of Public Service** - You take responsibility for aligning others with prescribed work practices and act ethically, continually reinforcing the spirit of public service.
- **Build Capability** - You lead development and focus on processes and activities in your team and domain of expertise.
- **Deliver on High Leverage Areas** - You identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.
- **Dynamically Sense The Environment** - You continually clarify objectives and provide guidance where necessary.
- **Think Through Complexity** - You understand and respect the need for compliance to minimise risk in your work and ensure your team complies with the required policies, procedures and processes.
- **Lead Collectively** - You seek to build and maintain effective working relationships with others, and are mindful of the partnerships that support your efforts to deliver value for your team and work area.

**This position reports to:**

Manager Ministerial Services

Position No: MIS23028      Classification: L7

**Positions reporting to this Role:**

This position has no direct reports

**Position Conditions:**

The following outlines pre-employment assessments and ongoing conditions and requirements:

- High integrity required for conflicts of interest
- Nationally Coordinated Criminal History Check

**Approved Date**

17-MAR-2026

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