



Job Description Form

ABOUT US

FPC (Forest Products Commission) is a Government Trading Entity that delivers timber products and services across three business segments – plantations, native forest and sandalwood. Our team engages with communities, industry and government to support a vibrant and sustainable forestry industry.

FPC owns and manages softwood plantations to support WA's housing and construction industry. We are actively investing in the acquisition of new land and plantations to ensure future supply and assist in addressing the challenges of climate change.

FPC has transitioned its native forest business in alignment with the government's changes in forest policy. This has resulted in a shift from commercial scale forest harvesting to the provision of services to the Department of Biodiversity Conservation and Attractions for forest health outcomes.

POSITION DETAILS

Position title:	Ministerial Liaison Officer
Level:	5
Position number:	FPC3177360
Division:	Systems and Risk
Branch:	Policy and Corporate Services
Award/Agreement:	GOSAC Award / Public Sector CSA Agreement
Location:	Perth

REPORTING RELATIONSHIPS

This position reports to:	Level 8, Principal Project Officer
Number of positions supervised:	0

ROLE SCOPE

The Ministerial Liaison Officer (MLO) works directly with the Policy and Corporate Services Principal Project Officer and supports the delivery of highly effective, efficient and timely Ministerial support and customer focused services across FPC and to the Minister's Office. The MLO assists with the coordination and monitoring of Ministerial, Parliamentary and Cabinet Services requests, documents and responses and ensures compliance with relevant departmental and government policies and procedures. The MLO also undertakes research and analysis to assist with the preparation of briefing notes and correspondence as required.

DUTIES AND RESPONSIBILITIES

1. Ministerial Liaison

- Coordinates the Ministerial liaison function including the preparation, drafting, collating and monitoring of Ministerial correspondence, Parliamentary Questions, briefing notes and Cabinet Submissions.

- Allocates requests and correspondence accordingly to ensure that deadlines and agreed standards of quality are met.
- Acts as the first point of contact for the Minister’s office for general matters and assists the Director of Systems and Risk with more complex matters as required.
- Assists with the coordination of Ministerial meetings and briefings, including agenda planning and preparation of supporting materials.
- Provides support, guidance and advice to the Manager, FPC Executive and staff regarding Ministerial and Parliamentary standards and protocol.
- Proof-reads, edits and formats documentation, submissions, reports, briefing papers and presentations as required.
- Prepares spreadsheets, reports, meeting agendas and minutes as requested.
- Ensures achievement of the KPI for Timeliness of Ministerials and produces regular performance reports.
- Manages, maintains, and ensures accuracy of the Ministerial Workflow System, Ministerial/Parliamentary databases and registers and assists with making enhancements as requested.

2. Research and Analysis

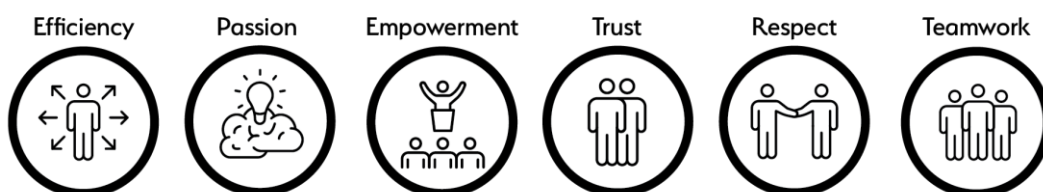
- Conducts research and collates and analyses information to assist the preparation of responses and or briefing notes as required.
- Maintains an awareness and understanding of key issues to contextualise Ministerial requests and anticipate Parliamentary Questions.
- Keeps up to date with changes to legislative, Parliamentary and Cabinet procedures and develops and maintains professional networks.

OTHER

We consider all our people are leaders irrespective of their role and aim to build the impact of their leadership at FPC.

- As a member of FPC, you are expected to demonstrate the highest standards of integrity, embody the spirit of the public service and consciously adopt the mindset that ‘we do everything for the public good’.
- At FPC we are committed to fostering a safe, healthy and respectful workplace for all employees and contractors. All staff within FPC have a shared responsibility to uphold and contribute to a culture that prioritises safety, wellbeing and compliance with Work Health and Safety legislation. In this role you are expected to actively contribute to safety, follow policies and procedures, promote a positive workplace culture, participate in training and continuous improvement and report and address safety concerns promptly.
- Undertakes other duties as required.

OUR VALUES



*Each of us striving to be our best and treating each other well,
this is what we stand for at FPC.*

Our values underpin everything we do. The ability to demonstrate how staff apply and ‘live’ the values is critical to the success of FPC.

SELECTION CRITERIA

Applicants will be assessed on their capacity to meet the following criteria in the context and scope of the position.

Essential Criteria

1. Demonstrated experience supporting or coordinating ministerial, parliamentary or executive correspondence and briefing processes, including an understanding of relevant protocols, standards and timeframes.
2. Highly developed written communication skills, including the ability to research, analyse and synthesise information to assist the preparation of clear, accurate and well-structured correspondence, briefing notes and reports.
3. Ability to build and maintain effective working relationships with internal and external stakeholders, including senior staff and Ministerial offices, and work collaboratively to achieve timely outcomes.
4. Well-developed organisational skills with the ability to coordinate competing priorities, monitor workflow and ensure deadlines and quality standards are consistently met.
5. Demonstrated ability to exercise sound judgement, discretion and sensitivity when managing confidential or complex information.

OTHER CONDITIONS

Allowance / Special conditions	<ul style="list-style-type: none"> • N/A
Police Certificate	<ul style="list-style-type: none"> • Satisfactory WA National Police Certificate • Overseas Police Certificates may be required.

CERTIFICATION

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

ADMINISTRATION DETAILS

Approval: Director Systems and Risk

Date: 27/03/2026

Endorsed: Director People and Culture

Reference: D26/8523