



Job Description Form

Appointments Secretary – Level 3

12 October 2022

Division/Directorate
State Services

Branch/Section
Ministerial Offices

Reports to
Executive Officer

Supervises
Nil

Operational Context:

Ministers are responsible for one or more government departments (or portfolios) and are answerable to Parliament for all actions taken by the department(s) under their authority. Ministerial office staff provide the Minister with administrative and specialist support to enable the Minister to carry out their responsibilities and perform their duties.

Role Overview:

Responsible for the Minister's appointments diary and organises the scheduling of the Minister's engagements.

Role Responsibilities:

Appointments

- Responsible for the Minister's appointments diary and organises the daily scheduling of the Minister's engagements.
- Organises itineraries, travel arrangements, venues and accommodation for the Minister.
- Liaises with staff from other Ministerial offices, senior departmental officers, business and community organisations in relation to meetings and invitations.
- Arranges the Minister's official engagements and Ministerial invitations with respect to specific appointments.
- Arranges the preparation of briefing notes and speeches as required.
- Organises the Minister's daily transport requirements in conjunction with the Minister's driver/Executive Transport Services Branch.
- Prepares statements of the Minister's appointments for appropriate staff.
- Undertakes appropriate research for the Minister as required.
- Provides hospitality for the Minister and visitors to the office.
- Arranges meetings and preparation of briefing notes and speeches for the Parliamentary Secretary.
- Co-ordinates and organises functions as requested by the Minister.
- Manages diary for the Parliamentary Secretary to the Minister.

Other

- Provides administrative and secretarial support to the Minister as required.
- Provides administrative and secretarial support to the Chief of Staff.
- Maintains the Minister's personal and confidential papers.
- Carries out other duties as required.

Corporate Responsibilities:

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- 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*.

Role Specific Requirements and Capabilities

(The experience, qualifications and behaviours required to fulfil the role)

Essential

- Demonstrated high level ability to prepare and maintain diaries, itineraries, schedules and record management systems using electronic diary and email systems.
- Well developed written and verbal communication skills.
- High level interpersonal skills, including the ability to liaise with officers at all levels and act on own initiative without supervision.
- Good planning and organisational skills as well as experience dealing with issues of sensitivity and confidentiality.
- Proven analytical and research skills.

Desirable

- Knowledge and understanding of Government processes.

Pre-Employment Requirements

To be eligible for permanent appointment to the Department, employees must be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments require a valid work visa for the duration of the entire employment contract.

Appointment is subject to:

- 100-point identification check; and
- National Criminal Record Screening Clearance

Certification

Director Signature:



Date: 12/10/2022

Ministerial Support Unit:



Date: 12.10.2022