



Ministerial Business Coordinator

Branch: Ministerial and Government Business
Directorate: Office of the Director General
Position Number: 00026085
Classification: Level 5
Physical Location: Perth (William Street)
Award/Agreement: Public Service Award □ Public Sector CSA Agreement 2024

Our purpose: Empowering a thriving community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



Working **together**, we get things done.



Looking after **ourselves** and supporting **others**.



Always open to **possibilities**.



Taking ownership, we **deliver**.

Overview of the directorate

The Office of the Director General (ODG) is responsible for communications, Ministerial and Parliamentary liaison, governance, risk management, and audit within the DoT. ODG also provides executive, governance and strategic support to the Director General, DoT's Corporate Executive, the Transport Portfolio agencies and the Governance Council, as well as the Offices of the Minister for Transport; and the Minister for Ports.

Overall purpose of the role

Drives ministerial, parliamentary, Cabinet and government business activities across the Department, other Transport and Major Infrastructure Portfolio agencies and the Western Australian Port Authorities to ensure responses and submissions are prepared to a high standard, within required timeframes and are consistent with departmental and government objectives and policy.

Work description

- Coordinates and manages the preparation of ministerial, parliamentary, Cabinet and government business based on relevant policies, practices and procedures and ensures the information provided is consistent, relevant, and prepared within agreed timeframes.
- Coordinates and prepares complex portfolio briefing packages for the Director General and Portfolio Minister drawing on information from a range of sources.
- Proactively monitors and identifies contentious issues and matters of ministerial significance and contributes to the development of strategies to assist business units and Ministers' offices to address these.
- Maintains a high level of awareness and understanding of key strategic issues and provides timely advice and information to the Ministers' offices, senior executives and Director Ministerial and Government Business.
- Builds and maintains productive working relationships with key stakeholders across the Department and Portfolio, Ministers' offices and other government departments, relevant committees and organisations to manage progress and ensure responses and submissions are received in accordance with agreed timeframes.
- Collaborates and consults with members of the Communication Branch on ministerial speaking engagements and contentious and media-related issues.
- Undertakes research and analysis to provide advice across the Department, Portfolio and Ministers' offices and create reports on Ministerial and Government Business matters.
- Maintains effective systems and databases to support ministerial, parliamentary and Cabinet workflow processes and implements improvements.
- Provides advice and guidance on the requirements, standards and style of ministerial, parliamentary and Cabinet documents, with a focus on accuracy and quality assurance.
- Provides training and user help to staff on the Ministerial Workflow System and other systems as required.

- Works collaboratively with members of the Ministerial and Government Business team to ensure there is an efficient and effective Ministerial and Government Business function across the Department and Portfolio.
- Provides mentoring and guidance to other team members.
- Other duties as required.

Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

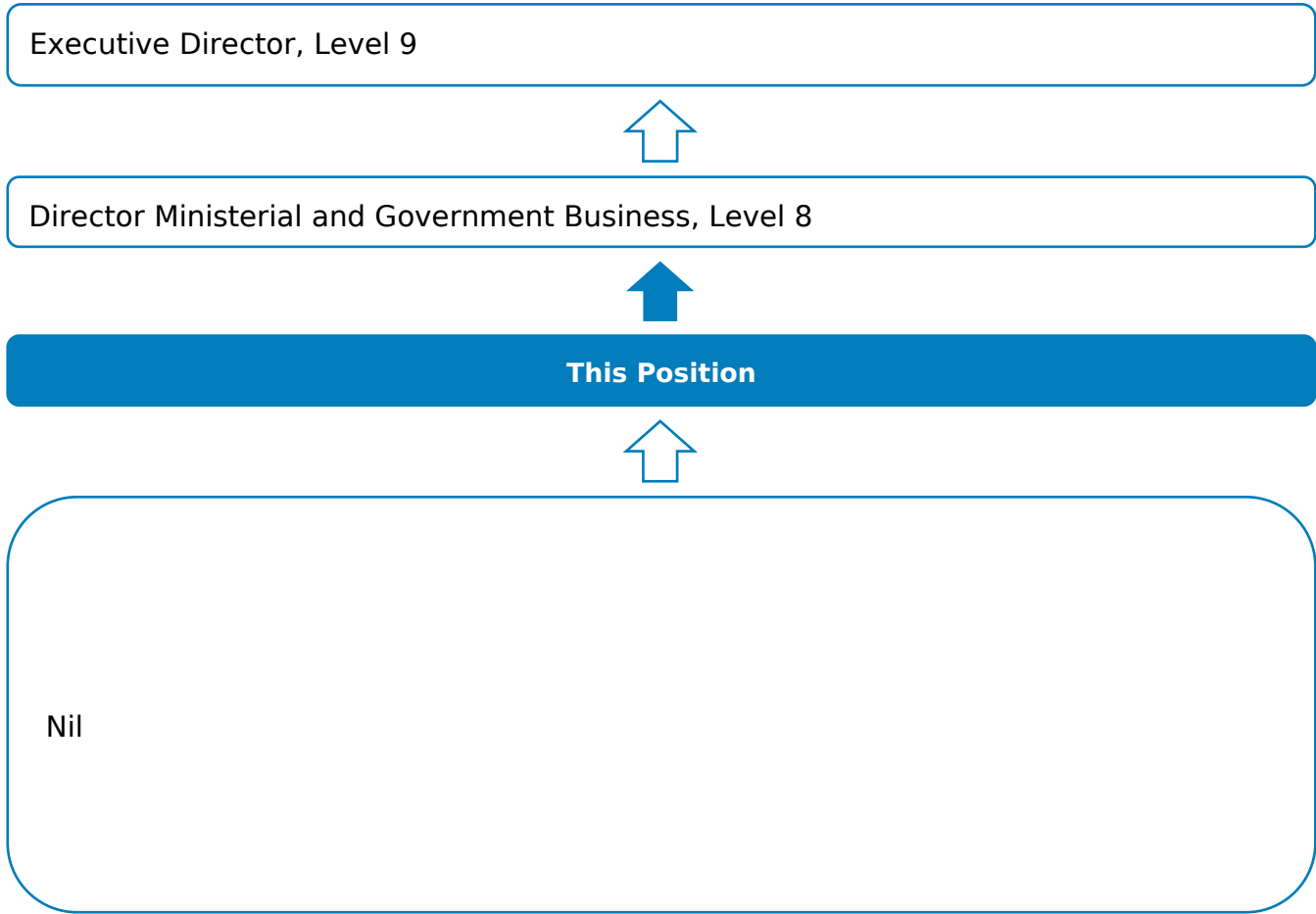
ESSENTIAL:

1. Significant knowledge and experience in coordinating and delivering ministerial, parliamentary, Cabinet and government business services within a complex environment.
2. Experience delivering results and clarifying work objectives in a high pressure, time critical and demanding work environment with multiple stakeholders and competing priorities.
3. Developed conceptual and analytical skills and the ability to effectively and efficiently solve problems.
4. Ability to work collaboratively and liaise effectively with diverse stakeholder groups to provide advice on ministerial, parliamentary, cabinet and government matters.
5. Well-developed written communication skills with an ability to draft and review complex documents.

DESIRABLE:

Nil

Reporting relationships



Allowances/Special conditions

A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.

Certification

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

**Chief People Officer
People and Culture**