

POSITION DETAILS

Position Title

Senior Ministerial Liaison Officer

Position Number

14025

Classification Level

Level 6

Award/Agreement

Public Service and Government Officers
General Agreement

Division/Directorate

Office of the Director General

Branch/Section

Ministerial Liaison and Executive Services

Physical Location

246 Vincent Street, Leederville/140 William Street,
Perth

Effective Date

13/06/2018

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

Director Level 8

Positions reporting to this position

Ministerial Liaison Officer L5 (x3)

PURPOSE OF THE POSITION

Manages and coordinates ministerial, Cabinet and parliamentary processes and provides high level policy oversight of departmental prepared documents' content, consistency, standard and style.

Provides strategic advice and guidance to executive directors, directors, managers and staff across all divisions on responses and provides training on ministerial processes and standards as required.

Sets clear performance standards and guides and mentors staff within the branch to ensure they meet operational outcomes within specified timeframes.

Maintains extensive networks with key stakeholders within the Department to ensure efficient service delivery to the Ministers.



ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION	VISION	VALUES
Enlivened and successful communities and economy	To facilitate lively communities and economy and the offering of outstanding and inclusive sporting and cultural experiences	Vision Excellence Diversity Leadership Integrity

DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

Manages and coordinates Ministerial, Cabinet and Parliamentary processes and provides high level policy oversight of departmental prepared documents' content, consistency, standard and style.

Provides strategic advice and guidance to executive directors, directors, managers and staff across all divisions on parliamentary, Cabinet and ministerial matters and provides training on ministerial processes and standards as required.

Sets clear performance standards and guides and mentors staff within the branch to ensure they meet outcomes within specified timeframes.

Promotes an ethical culture which models innovation, collaboration, coordination and partnership with a range of diverse stakeholders and within the customer focussed team.

Oversees allocation of ministerial, Cabinet and parliamentary requests to the responsible Division.

Coordinates and compiles whole of department and cross divisional ministerial and parliamentary briefings and responses and Cabinet comments in accordance with protocols and standards, including for appearances at Parliamentary committees and hearings.

Coordinates and compiles information required for responses to media enquiries in liaison with Corporate Communications.

Manages and provides whole of department reporting on parliamentary, Cabinet and ministerial matters.

Leads process improvement within the branch and recommends improvements to the ministerial process and procedures as necessary.

Establishes and maintains professional working relationships with key stakeholders and client groups, including the Ministers' offices, departmental staff and other government agencies.

Performs other duties as required.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Essential Pre-employment requirements: e.g. qualifications, licences

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

1. Shapes and Manages Strategy
 - Supports shared purpose and direction and harnesses information and opportunities
 - Understands strategic objectives, trends and factors that may influence work plans and goals.
2. Achieves Results
 - Takes responsibility for managing projects to achieve results
 - Applies and builds professional expertise.
3. Builds Productive Relationships
 - Nurtures internal and external relationships
 - Shares learning and supports others.
4. Exemplifies personal integrity and self-awareness
 - Demonstrates public service professionalism and probity
 - Demonstrates self-awareness and a commitment to personal development.
5. Communicates and Influences Effectively
 - Communicates clearly
 - Negotiates confidently.



ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- Some working outside normal business hours may be required.
- National Police Clearance.

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

REGISTERED	
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	
Initials: AM	Date: 13.06.2018

Training:

- Complete induction within three months of commencement;
- Read and acknowledge key Departmental policies and Code of Conduct;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's AEDM within six months of appointment eg. duties required to undertake the role.

CERTIFICATION

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

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Corporate Executive Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the Department's Code of Conduct.

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Employee Signature

Date (DD/MM/YYYY)