**Job Description Form**

**Parliamentary Services Coordinator**

**Position Details**

**Position Number:**  Generic

**Classification:**  Level 5

**Award / Agreement:**  PSA 1992 / PSGOCSAGA 2017

**Organisational Unit:** Office of the Director General / Ministerial Liaison Unit

**Location:** East Perth

**Classification Evaluation Date:** 03 August 2018

**JDF Review Date:** 03 August 2018

**Reporting Relationships**

**This position reports to:**

Ministerial Services Director, Level 8

**Positions Under Direct Supervision:**

This position has no subordinates.

**About the Department**

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; youth justice; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

**Role Statement**

The Parliamentary Services Coordinator is responsible for providing specialist and technical support to the Director Ministerial Services by coordinating Departmental responses to Parliamentary Questions and Cabinet matters, preparing briefings and managing systems to improve the Department’s parliamentary and cabinet processes.

**Duties and Responsibilities**

**1. Operational Delivery**

* 1. Coordinates Departmental responses to Parliamentary Questions and Cabinet matters
  2. Prepares briefings, correspondence and advice in response to ministerial correspondence
  3. Provides support, direction and specialist advice to the Ministerial Services Director on Parliamentary processes, systems and protocols
  4. Develops and maintains effective systems to support and improve departmental parliamentary processes
  5. Ensures reporting and advice is within the prescribed frameworks and timelines
  6. Proactively identifies potentially contentious issues and contributes to the development of strategies to address these in consultation the Ministerial Services Director
  7. Develops, manages and maintains a register of Parliamentary correspondence and advice
  8. Advises senior staff on, and ensures compliance with, the communications protocol between the Department, relevant Ministers and members of Parliament
  9. Appropriately handles political information and situations
  10. Maintains an understanding of current parliamentary and government procedures
  11. Manages highly confidential, sensitive and urgent matters with tact and discretion in a timely and professional manner
  12. Coordinates and implements training and education for all users of parliamentary and Cabinet protocols, procedures and systems.

**2. Builds Productive Relationships**

* 1. Contributes to positive and productive relationships with stakeholders within the Department, Parliament and all Ministers’ Offices based on cooperation, trust and respect
  2. Understands stakeholder requirements and maintains customer service standards
  3. Coordinates formal and informal training in Parliamentary Services and activities.

**3. Communicates and Influences Effectively**

* 1. Understands the Department’s vision and direction
  2. Engages in continuous learning and undertakes appropriate learning and development opportunities
  3. Participates in the enhancement of the Department’s functioning by contributing knowledge and experience to the Department, sector forums, seminars and professional development activities
  4. Translates and delivers information to diverse audiences and adapts communication style to the audience and subject matter
  5. Represents the Department’s interests on committees and working groups as required.

**4. Exemplifies Personal Integrity and Self Awareness**

* 1. Displays self-awareness, critically analyses own performance and demonstrates a strong commitment to learning and self-development, including embracing new challenges
  2. Adheres to Public Sector Code of Ethics and the Department’s Code of Personal Conduct, and acts professionally and impartially always
  3. Acknowledges and values individual differences and diversity.

**Essential Work-Related Requirements (Selection Criteria)**

1. Understanding of Human Services policy across one or more of the following; Child Protection, Housing, Disability Services, Prevention of Family and Domestic Violence, Women’s Interests, Youth, Veterans Issues, Volunteering, Seniors and/or Community Services
2. Demonstrated understanding of the intention, challenges and risks facing a WA Government Agency and current issues affecting the community services sector and how these relate to operational requirements.
3. In-depth experience and knowledge of parliamentary services required and provided across a diverse Agency with demonstrated knowledge of government processes, procedures and protocols relating to ministerial and parliamentary issues
4. Good organisational and planning skills and experience delivering results in a high pressure, complex, time critical, multi-tasking and demanding work environment with multiple stakeholders
5. High level interpersonal and negotiation skills with the ability to maintain effective working relationships with a wide range of stakeholders
6. Well-developed written communication skills with an ability to draft and review complex documents
7. Good conceptual and analytical skills and the ability to effectively and efficiently solve problems.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory National Police Clearance.