

JOB ROLE STATEMENT

MINISTERIAL SUPPORT OFFICER LEVEL 3

DIRECTORATE STRATEGY AND COMMUNICATIONS
BRANCH EXECUTIVE AND CORPORATE COMMUNICATIONS POSITION NO P0062690

KEY RESPONSIBILITIES

Process and assist in all corporate and ministerial business (i.e. briefing notes and responses to Parliamentary questions, ministerial correspondence and requests for information from the Minister for Transport's Office).

KEY DELIVERIES

Ministerial Liaison and Correspondence

- Provide an effective and responsive liaison service to the Minister's Office, Senior Executives in Main Roads and other agencies.
- Liaise with Directorates and Branches to obtain information for the Minister's Office.
- Co-ordinate input of responses to the Cabinet Comments and Parliamentary Questions.
- Follow-up overdue Cabinet Comments and answers to Parliamentary Questions.
- Process and assist in the preparation of briefing notes and responses to parliamentary questions and ministerial correspondence.
- Maintain a Ministerial Correspondence Register and Parliamentary Register.
- Assist with the preparation of confidential documents.
- Delegate/forward and follow up on Ministerial Commitments.
- Advice on, and facilitate the application of the Premier and Cabinet Standards to Main Roads' Ministerial Procedures.
- Provide weekly update to the Department of Transport on briefing notes and Parliamentary Questions answered.

Branch Management Support

- Provide management support to the Commissioner and Manager Executive and Corporate Communications.
- Undertake duties associated with the Executive reception as required.
- Assist with Branch research and projects.
- Assist with the preparation of the Branch business plans and the Manager's performance agreements.
- Input and maintain financial data and prepare reports as required.
- Co-ordinate air travel and accommodation requirements for the Branch.
- Ensure timely payment of Branch accounts by Corporate Credit Card.
- Co-ordinate stocktakes and organise provision of stationery supplies.
- Maintain the Fixed Asset System.
- Develop and maintain the Branch *iRoads* 'How Tos'.
- Maintain Branch File Listings.

Stakeholder Relationships

- Build and enhance professional working relationships with internal and external stakeholders.
- Liaise directly with all Directorates to facilitate the provision of accurate, timely responses and relevant information.

OCCUPATIONAL SAFETY, HEALTH AND WELLBEING (OSH&W)

Responsible for active participation and performance to OSH&W standards as detailed by the Main Roads' Safety, Health and Wellbeing (SH&W) Management System - refer to "SH&W Responsibility and Accountability Procedure" on *iRoads* intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL	POSITION NO
MINISTERIAL AND GOVERNMENT BUSINESS MANAGER	P0063226
LEVEL 7	

MINISTERIAL SUPPORT OFFICER LEVEL 3

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	
TOTAL			

SELECTION CRITERIA

ESSENTIAL:

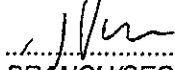
- Skill, knowledge and experience in:
 - written communication, including briefing notes and various types of correspondence
 - building and enhancing stakeholder relationships
 - provision of customer focused service
 - research, analysis and problem solving
 - work organisation with the ability to meet work schedules and deadlines
- Knowledge of:
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

DESIRABLE:

- A Certificate in Business.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  A/MECC DATE 24/12/14
BRANCH/SECTION HEAD

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

SIGNATURE _____ DATE _____
DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 24/12/14
MANAGER ORGANISATIONAL REVIEW AND
CO-ORDINATION