

POSITION DETAILS

Position Title

Ministerial and Executive Support Officer

Position Number

14385

Classification Level

Level 3

Award/Agreement

Public Service Award 1992 /
Public Service and Government Officers
General Agreement 2017

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

16/01/2019

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

Senior Ministerial Liaison Officer L6

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

Processes ministerial correspondence and assigns ministerial requests and all applicable supporting information to the relevant Ministerial Liaison Officer. Maintains the ministerial database and filing system, provides quality assurance and recommends improvements to the ministerial process and procedures as necessary. Provides administrative support to the branch and to members of Corporate Executive.



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

**Enlivened and successful
communities and economy**

VISION

**To facilitate lively communities and
economy and the offering of outstanding
and inclusive sporting and cultural
experiences**

VALUES

**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.

1. Provides administrative support to the branch and to members of Corporate Executive as required.
2. Processes ministerial requests, including registering incoming requests and the recording of final responses.
3. Researches all relevant background information related to ministerial requests, including previous responses and current media information, and assigns to a Ministerial Liaison Officer for action by a nominated deadline.
4. Ensures all responses are in the appropriate format, are grammatically correct, free from typographical errors and that all deadlines are met.
5. Maintains the ministerial database and filing system and contributes to improvements to ministerial process and procedures.
6. Prepares routine correspondence, including routine responses to repetitive and/or multiple ministerial, parliamentary and governance business correspondence.
7. Assists in the coordination of responses which require cross divisional/portfolio input.
8. Collates statistics and information including from the ministerial database to assist in providing information on the performance of the department in responding to ministerial correspondence and for other reporting to Corporate Executive and the Ministers' offices.
9. Establishes and maintains working relationships with key department staff within the customer focussed team.
10. 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: Nil

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
 - Works under direct supervision to meet timelines and priorities.
2. Achieves Results
 - Takes responsibility for managing projects to achieve results
 - Demonstrates flexibility and copes with day-to-day changes in priorities.
3. Builds Productive Relationship
 - 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
 - Listens, understands and adapts to audience.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- National Police Clearance.

Appointment is subject to:

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



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)

REGISTERED	
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	
Initials: BP	Date: 18.01.2019