



Government of **Western Australia**
Mental Health Commission

JOB DESCRIPTION FORM

Position number	00007990
Position title	Manager Executive Support
Classification	Level 7
Employment Instrument	Public Service and Government Officers General Agreement
Registration date	April 2019
Key objectives of the Mental Health Commission	The Mental Health Commission was established in 2010. To strengthen and better integrate the State's network of services relating to the prevention, treatment, professional education and training and research activities in the drug and alcohol and mental health sectors, the Drug and Alcohol Office has amalgamated with the Mental Health Commission in July 2015. The new Mental Health Commission enables the utilisation of both entities strengths and capabilities to enhance and excel in the delivery of mental health and drug and alcohol services across the state.

Reporting Relationships

Reports to:

Position Title	Classification	Position No.
Commissioner	Group Max 2	00007581

Positions under direct supervision:

Position Title	Classification	Position No.
Ministerial Liaison Coordinator	Level 5	00010888
Executive Officer	Level 5	00007816

We Value:

- Respect for individuals and culture
- Working together and supporting each other
- Involving and engaging others
- Ownership, transparency and accountability
- Fair and ethical decisions
- Improvement focus

Primary Objectives of role:

The Manager Executive Support is responsible for managing the activities of the Office of the Commissioner including the coordination of ministerial liaison and corporate executive support. The Manager Executive Support will be responsible for providing strategic, advisory and executive support to the Commissioner and the Corporate Executive.

In undertaking the role of this position, the occupant will need to recognise that there is a commitment to focussing on the needs of the individual, their families, carers or advocates working in partnership for better mental health outcomes.

General Responsibilities

Corporate Executive

- Provides high level research, advice, executive support and assistance to the Commissioner, the Corporate Executive and to other committees and working parties as required.
- Manages the collation of agenda documents and other items for executive, key management and strategic meetings.
- Arranges appropriate follow up action on outcomes of key meetings in discussion with the Corporate Executive.
- Assists with the preparation of submissions.
- Oversees the preparation of responses to correspondence for the Commissioner and senior staff.
- Provides timely high level advice on processes and procedures to senior officers across government and other stakeholders participating in activities relating to the Commissioner's functions.
- Undertakes projects on behalf of the Commissioner and the Corporate Executive as requested.
- Liaises with senior management and follows-up on issues on behalf of the Commissioner.
- Undertakes other duties as required.

Executive Support and Ministerial Liaison

- Manages and coordinates the activities and resources of the Office of the Commissioner.
- Develops and manages practices and procedures to ensure consistent, accurate and timely advice to Ministerial and Parliamentary enquiries.
- Provides support to the Commissioner and other members of Corporate Executive as necessary.
- Liaises with the Minister's office and directs the preparation of ministerial responses, cabinet submissions and responses to parliamentary questions
- Prepares or coordinates the preparation of reports, speech notes and briefing papers on behalf of the Minister or Commissioner
- Provides advice to senior managers and staff on protocols and procedures to facilitate the business of the Corporate Executive

Communication & Liaison

- Ensures an effective interface between the Commission, the Minister's Office and officers of the Executive Government
- Represents the Commissioner at various meetings and forums as requested
- Responsible for ensuring clear communication within and external to the team by establishing and maintaining communication strategies and systems.
- Builds appropriate interdepartmental relations with other organisations.
- Builds and maintains effective working relationships with external parties (which includes the minister's office, government and non-government agencies, carers, consumer groups and other stakeholders) and ensures appropriate liaison, consultation and negotiation occurs to meet the Commission's objectives.
- Ensures the preparation of reports and correspondence as required by the Commissioner.

Selection Criteria

The following work related requirements are to be read in the context of the role of this position and the Mental Health Commission:

Essential Selection Criteria:

1. Considerable experience in the management and delivery of executive support services within a complex environment.
2. Leadership and management skills with the ability to work collaboratively within a team environment.
3. Highly developed communication and interpersonal skills together with the ability to liaise and consult with a range of stakeholders in various contexts.
4. Highly developed organisational and prioritising skills together with the capacity to utilise initiative in a demanding environment.
5. High level research skills and abilities together with the ability to provide innovative solutions to complex problems and/or issues.
6. Knowledge of Government and Parliamentary processes and procedures

Desirable Selection Criteria:

7. Possession of, or progression towards a relevant tertiary qualification.

Appointment Factors

This position is subject to a:

- Successful 100 point Identification Check.
- Successful criminal record screening.
- Successful Pre-Employment integrity check.

Ethical Decision Making and Practice

Acts ethically and in accordance with the Western Australian Public Sector Code of Ethics and the Mental Health Commission's Code of Conduct.

Demonstrates a focus on the achievement of branch objectives including working productively in a team and taking responsibility for and managing own work to deliver expected outcomes.

Workplace Safety

Acts safely and in accordance with the general Duty of Care and the Mental Health Commission's Occupational Safety and Health policy and procedures.