

POSITION DETAILS

Position Title

Ministerial and Executive Services Coordinator

Position Number

14358

Classification Level

Level 4

Award/Agreement

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

Division/Directorate

Office of the Director General

Branch/Section

Ministerial Services Team

Physical Location

246 Vincent Street, Leederville

Effective Date

15/08/2019

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

Manager, Ministerial Services L6

Positions reporting to this position

PURPOSE OF THE POSITION

- Manages flow of information between DLGSC and Ministerial offices.
- Coordinates parliamentary questions and parliamentary services requests.
- Coordinates contentious issues briefing notes and other urgent requests.
- Undertakes Ministerial reporting for Corporate Executive and Ministerial offices.

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.

- Provides a primary point of contact in communications and liaison between the department and ministerial offices for general ministerial requests; and for required follow up action to ensure responses are provided within agreed timeframes.
- Coordinates allocation and processing of incoming and outgoing ministerial correspondence to the department and ensure appropriate recording of final responses.
- Updates DLGSC Executive and staff of incoming parliamentary questions, contentious issues briefing notes and other urgent requests, as appropriate.
- Provides reports and statistics and produces reports for the Manager, Ministerial Services and Corporate Executive on performance of business areas within the department in respect to agreed standards.
- Assists in coordination of whole of department ministerial advice and reporting, including for appearance at Parliamentary committees and hearings.
- Contributes and supports continuous improvement and recommends improvements to processes and procedures.
- Establishes and maintains professional working relationships with key stakeholders and client groups, including the Ministers' offices and other government agencies within a customer focussed team.
- 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. Demonstrated knowledge and experience in developing and delivering ministerial, Cabinet and parliamentary and government business services.
2. Shapes and Manages Strategy
 - Supports shared purpose and direction and harnesses information and opportunities
 - Understands the work environment, identifies issues that may impact own achievement and contributes to team planning
3. Achieves Results
 - Takes responsibility for managing projects to achieve results
 - Works to agreed priorities, outcomes and resources and is responsive to changes in requirements'
4. Builds Productive Relationship
 - Nurtures internal and external relationships
 - Shares learning and supports others
5. Exemplifies personal integrity and self-awareness
 - Demonstrates public service professionalism and probity
 - Demonstrates self-awareness and a commitment to personal development
6. 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: AM

Date: 15.08.2019