

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA  
JOB DESCRIPTION FORM**

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992 Public Service and Government Officers CSA General Agreement 2017 or as replaced	
<b>Directorate:</b>	<b>Executive and Communications Services</b>	<b>Effective Date of Document</b> 10 October 2018
<b>Branch:</b>	<b>Ministerial and Executive Services</b>	
<b>Section:</b>	<b>Ministerial Services Unit</b>	

<b>THIS POSITION</b>	
<b>Title:</b>	<b>Ministerial Liaison Officer - Systems</b>
<b>Classification:</b>	<b>Level 4</b>
<b>Position No:</b>	<b>00039069</b>
<b>Positions under direct responsibility: Nil</b>	

<b>REPORTING RELATIONSHIPS</b>		
<b>TITLE:</b>	Manager, Ministerial and Executive Services	
<b>LEVEL:</b>	8	
<b>POSITION NUMBER:</b>	00032352	
<b>TITLE:</b>	Senior Ministerial Officer	
<b>LEVEL:</b>	6	
<b>POSITION NUMBER:</b>	00020123	
<b>This position and the positions of:</b>		
<b>Title</b>	<b>Level</b>	<b>Position Number</b>
Various		

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## CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff in more than 800 schools and worksites.

For our public school system, we aim to ensure that every school is a good school, every teacher is effective and every student is successful.

Other key responsibilities include:

- regulation and administration of State funding of non-government schools
- higher education policy and planning
- legislative reviews
- secretariat support to the Teacher Registration Board of Western Australia, Training Accreditation Council and School Curriculum and Standards Authority.

The principles that underpin our operations are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of our staff.

All our actions are guided by four core values: learning, excellence, equity and care.

For further information, please visit: <https://www.education.wa.edu.au/>.

Executive and Communications Services has three main areas:

- Ministerial and Executive Services has responsibility for Ministerial responses, correspondence, Parliamentary and Cabinet processes; and provides support to the Director General.
- Policy and Program Governance has oversight and assurance of our governance framework by managing compliance with policy and program processes, reviewing delegations, identifying strategic governance risks and providing secretariat support for Department governance committees.
- Media and Communications has responsibility for media liaison, proactive and reactive media responses, and advice and support on critical issues and crisis communications; and Public Relations and Marketing includes strategic communications support and advice, major strategies and campaigns, marketing support and advice to schools, parent and community engagement, and digital communications.

## ROLE

The Ministerial Liaison Officer - Systems:

- provides technical support for continued development of functionalities in the Ministerial Tracking System to register and assign documents such as Ministerial correspondence, briefings, Parliamentary Questions and Cabinet Comments
- assists in identifying, setting up, updating and testing workflow hierarchies in the Ministerial Tracking System
- provides training and support to Departmental staff required to use the Ministerial Tracking System, including regularly updating user and administrator manuals

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- processes requests from the Minister's office, including ministerial electronic requests, and undertakes quality assurance to ensure correspondence meets the required Departmental guidelines
- ensures the delivery of quality and timely responses to Ministerial requests, including the provision of quality advice and support to Departmental staff
- liaises with Department staff in order to register and process system information
- progresses system information and researches and prepares reports on the timeliness and quality of correspondence for the Minister's Office and Senior Executive
- liaises with senior officers and provides training to Department staff to ensure compliance with Ministerial processes.

## **OUTCOMES**

1. The Ministerial Tracking System is fully-functional, intuitive and easy to use.
2. All process involved in using the Ministerial Tracking System operate efficiently.
3. Department staff who use the system are trained and supported.
4. Ministerial correspondence, briefings, Parliamentary Questions, Cabinet Comments and ministerial electronic requests are distributed to Department officers and coordinated to ensure they meet the strict timelines and requirements of the Minister's office.
5. Quality advice and support are consistently provided to central office directorates in the preparation of ministerial correspondence and speech and briefing notes for the Minister for Education and Training.
6. Reports on the timeliness of Ministerial correspondence, generated through the Ministerial Tracking System, are coordinated for reporting to Senior Executive and the Minister's office.
7. Office systems and databases are initiated, established, maintained and monitored to support the effective administration of the office and management of Branch issues.

## **SELECTION CRITERIA**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated knowledge and understanding of the State Government, Parliament and Cabinet, and the role of the Department of Education.
2. Demonstrated well developed organisational skills with the ability to prioritise and deliver responses within strict timelines.
3. Demonstrated well developed oral and written communication and interpersonal skills with the ability to provide quality advice, liaise effectively with staff at different levels in an organisation and work in a collaborative team environment.

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4. Demonstrated well developed conceptual and analytical skills with the ability to identify problems and provide strategies to address them.
5. Demonstrated well developed computing skills and an understanding of information systems.
6. Demonstrated ability to plan, coordinate and deliver training to staff.

#### **ELIGIBILITY**

Employees will be required to obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

#### **TRAINING**

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

#### **CERTIFICATION**

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

#### **ENDORSED**

**DATE 10 October 2018**

**TRIM REF # D18/0448190**