



JOB DESCRIPTION FORM

SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 16/01/2014

ORGANISATION: Department of the Premier and Cabinet
DIVISION:
BRANCH: Ministerial Office
SECTION:
LOCATION: Perth

CLASSIFICATION: Level 4	POSITION NUMBER: Generic
TITLE: Liaison Officer	
SALARIES AGREEMENT/AWARD: Public Service and Government Officers General Agreement 2011	

SECTION 2 – REPORTING

<i>(Other Officers reporting to this Officer)</i>	
Appointments Secretary	Level 3
Receptionist/Administrative Officer x 2	Level 2

Executive Officer
Level 5



Liaison Officer
Level 4



<i>(Officers under direct responsibility)</i>
Nil

SECTION 3 – KEY RESPONSIBILITIES

<p>Liaises on behalf of the Minister with Ministers and staff from other Ministerial offices, Members of Parliament, senior Government offices and special interest groups on matters which are often of a confidential and sensitive nature.</p>



SECTION 4 – STATEMENT OF DUTIES

Summary of Duties in Order of Importance
Details
LIAISON
Liaises on behalf of the Minister with other Ministers, staff from other Minister's offices, Members of Parliament, senior Government officers and special interest groups and community members on portfolio and other matters often of a confidential and sensitive nature.
Assists with the more complex constituent enquiries from Members of Parliament regarding matters relating to the Minister's portfolio(s).
Co-ordinates the Parliamentary Question process, for the Minister, which requires liaison with portfolio agencies/departments, Parliamentary Services and the Premier's Office.
Maintains the Parliamentary Question database.
Attends to enquiries from members of the public who approach the Minister's office often of a sensitive or contentious issue.
Arranges and attends meetings and represents the Minister as requested and initiates any necessary follow up action.
SPECIAL PROJECTS
Undertakes confidential special projects, research and investigations as required by the Minister.
Prepares correspondence and briefing notes for the Minister.
OTHER
Carries out other duties as directed.



SECTION 5 – Selection Criteria

Essential

1. High level interpersonal skills, including negotiation skills and the ability to liaise effectively with officers at the highest level in the public and private sectors as well as members of the community.
2. Well-developed written communication skills, including the ability to prepare comprehensive advice to a diverse audience.
3. Demonstrated research, problem solving and analytical skills.
4. Demonstrated ability to work independently and exercise initiative, sensitivity and discretion.
5. High standard of organisational skills with an ability to work effectively under pressure and meet deadlines.



SECTION 6 – CERTIFICATION

(i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

BRANCH/DIVISION HEAD

PS
DIRECTOR GENERAL



SIGNATURE

[Handwritten signature]

SIGNATURE

[Handwritten signature]

DATE

21.1.14

DATE

24/1/14

(ii) As Manager I have reviewed the statement of responsibilities and agree this is a current and relevant document.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB
<i>ANGELA GOLAND</i>	<i>[Handwritten signature]</i>	<i>21.1.14</i>	

(iii) As Employee I have reviewed the statement of responsibilities and agree that this is a current and relevant document.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB