



JOB DESCRIPTION FORM

SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 22/7/2019

ORGANISATION: Department of the Premier and Cabinet
DIVISION: State Services
BRANCH: Executive Services
SECTION: Governance and Reporting

CLASSIFICATION: Level 3	POSITION NUMBER: DPC19059
TITLE: Ministerial Support Officer	
AGREEMENT/AWARD: Public Service and Government Officers CSA General Agreement	
LOCATION: West Perth	

SECTION 2 – REPORTING RELATIONSHIPS

<p>Manager Ministerial Liaison Unit Level 6</p>
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Other offices reporting to this office	
Title	Level
Ministerial Liaison Officer x 3	4



<p>Ministerial Support Officer Level 3</p>

Officers under direct responsibility	
Title	Level
NA	



SECTION 3 – KEY RESPONSIBILITIES

Provides administrative support to the Manager, Ministerial Liaison Unit in the Department of the Premier and Cabinet and monitors progress of confidential and routine information sought by the Manager.

SECTION 4 – STATEMENT OF DUTIES

Summary of Duties

Details

Provides administrative support to the Manager, Ministerial Liaison Unit and monitors progress of confidential and routine information sought by the Manager Ministerial Liaison Unit.

Assists in the efficient operation of the Premier's Community Comment Line and responding to email enquiries from members of the public, Members of Parliament, government departments, business and community organisations, on behalf of the Premier.

Provides administrative support by attending to enquires directed to the Manager, Ministerial Liaison Unit, Government Departments and the general public.

Develops and maintains a register to monitor the progress of matters referred to the Unit, including for the FOI Unit where appropriate, and generates reports and statistics to provide relevant information as required.

Assists the FOI Coordinator in the assessment, evaluation and process of applications when necessary.

Evaluates matters referred to the Unit and liaises with Directors and Managers on allocation of work and monitoring of responses.

Carries out investigations and undertakes special projects as required by the Manager, Ministerial Liaison Unit.

Undertakes research and prepares reports, briefing notes and replies on matters as required by the Manager.

Prepares internal branch memos and replies to correspondence on routine matters. Generates relevant correspondence and responses for FOI applications as required.

Convenes meetings as required by the Manager, attends meetings when necessary, takes notes and liaises with officers on follow-up action.

Performs other duties as directed.

SECTION 5 – SELECTION CRITERIA

Essential

Experience providing Executive support to senior management.

Demonstrated well developed written, verbal and interpersonal skills.

Good planning and organisational skills and well as experience dealing with issues of sensitivity and confidentiality.

Proven analytical and research skills and the ability to utilise initiative.

Highly developed word processing and computer application skills.

Desirable

Knowledge of Government and Parliamentary processes and procedures.

Some understanding of the operations of government, particularly as they relate to the Western Australia system of government.

SECTION 6 - CERTIFICATION

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

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE: _____

SIGNATURE: _____

DATE: _____

DATE: _____

As Manager I have reviewed the statement of duties and agree this is a current and relevant document.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB

As the Employee I have reviewed the statement of duties.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB