



JOB DESCRIPTION FORM

SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 6/11/2019

ORGANISATION: Department of the Premier and Cabinet
DIVISION: State Services
BRANCH: Executive Services
SECTION: Ministerial Support Unit

CLASSIFICATION: Level 8	POSITION NUMBER: DPC10020
TITLE: Manager, Ministerial Support	
AGREEMENT/AWARD: Public Service and Government Officers CSA General Agreement	
LOCATION: West Perth	

SECTION 2 – REPORTING RELATIONSHIPS

<p>Director, Executive Services Class 1</p>

Other offices reporting to this office	
Title	Level
Manager, PEO Support & Transport	Level 8
Manager, Governance and Reporting	Level 8
Manager, Protocol and State Events	Level 7
Manager, Government Communications	Level 8
Coordinator, Media Monitoring	Level 4



<p>Manager, Ministerial Support Level 8</p>

Officers under direct responsibility	
Title	Level
Assistant Manager	Level 6
Senior Ministerial Services Officer	Level 5
Ministerial Air Charter Coordinator	Level 4
Ministerial Human Resource Officer	Level 3



SECTION 3 – KEY RESPONSIBILITIES

Manages and provides leadership to the Ministerial Support Unit. Leads departmental strategic initiatives that relate to ministerial offices and provides advice on issues relating to the management of support provided to ministerial office staff.

SECTION 4 – STATEMENT OF DUTIES

Summary of Duties

STRATEGIC

Contributes to the development of departmental strategic and corporate plans, formulation and implementation of directorate goals and policy development.

Provides strategic advice to Director General, Executive Director and Director on issues relating to ministerial offices including change management, office establishment, human resources, corporate governance and Ministerial Air Charter.

MANAGEMENT

Leads and manages the Ministerial Support Unit to ensure that ministerial offices receive a high quality service. Identifies and promotes opportunities for improvements in ministerial offices.

Builds, establishes and maintains collaborative communication and working relationships with Ministers, ministerial staff, internal and external stakeholders on issues relating to the provision of support provided to ministerial offices.

Liaises and consults at a high level with other comparable public sector agencies within and external to Western Australia to ensure that effective, efficient and timely information is obtained that supports decision making processes.

Liaises with the Premier's Office on addressing media responses/issues that have a whole of government focus impacting on ministerial offices.

Manages the contractual arrangements relating to the on-demand Ministerial Air Charter services

FINANCIAL MANAGEMENT

Develops and manages the branch budget and provides estimates for expenditure to include in departmental budget. Monitors financial performance against targets.

Undertakes budget monitoring for ministerial offices and where required, takes action to ensure financial responsibilities and accountabilities are being met.

OTHER

Offers advice and provides recommendations to the Director General in regard to integrity and code of conduct issues relating to ministerial offices.

Manages and/or undertakes special assignments, projects and investigations into matters associated with the operations of ministerial offices.

Responsible for the development and implementation of policies that relate to the operations and functions of ministerial offices.

Undertakes research, evaluates and provides advice on innovative procedures and codes of practice (including ethics) that can be applied within ministerial offices.

Represents the Department at external forums as required.

Undertakes other duties as directed.

SECTION 5 – SELECTION CRITERIA

Essential

Shapes and manages strategy.

Engages others in departmental goals and the strategic direction of the Ministerial Support Unit. Encourages contribution and communicates expected outcomes. Considers the ramifications of a wide range of issues and critically analyses and distills the core issues while being objective.

Achieves results.

Responds flexibly to an environment characterised by change and contributes own expertise to achieve desired outcomes for the unit. Committed to achieving quality outcomes and seeks feedback from key stakeholders to gauge satisfaction.

Builds productive relationships.

Builds and sustains relationships with a network of key people internally and externally, working collaboratively with others and operates as an effective team member. Resolves conflict using appropriate strategies, offers support when required and encourages the continuous learning and development of staff.

Exemplifies personal integrity and self-awareness.

Adheres to the public sector values and Code of Conduct and consistently behaves in an honest, ethical and professional way. Provides impartial and forthright advice and operates within the boundaries of departmental processes and legal and public policy constraints. Maintains composure when under pressure and takes personal responsibility for meeting objectives and progressing work.

Communicates and influences effectively.

Confidently presents messages in a clear, concise and articulate manner and listens carefully to others and checks to ensure their views have been understood. Understands the desired objectives, approaches negotiations with a strong grasp of key issues, preparing in advance and anticipates the position of the other party and adapts accordingly.

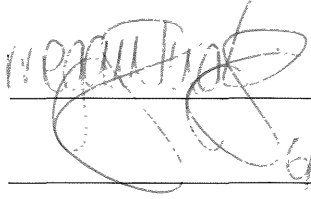
SECTION 6 - CERTIFICATION

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