

JOB ROLE STATEMENT

MINISTERIAL BUSINESS CO-ORDINATOR LEVEL 4

DIRECTORATE STRATEGY AND COMMUNICATIONS
BRANCH EXECUTIVE AND CORPORATE COMMUNICATIONS **POSITION NO** P0062692 / P0062737

KEY RESPONSIBILITIES

Prepare responses to ministerial business and corporate correspondence ensuring timely, accurate and relevant communications are maintained. Co-ordinate the preparation of various information packages for the Minister for Transport, Members of Parliament, Commissioner and Managing Director of Main Roads.

KEY DELIVERIES

Ministerial Business

- Research and prepare appropriate responses to ministerial correspondence and briefing notes for the Minister, Members of Parliament, Commissioner and Managing Director of Main Roads and across agencies.
- Prepare ministerial and corporate correspondence in accordance with established procedures and guidelines to ensure accurate and consistent style and content.
- Provide advice and training on ministerial business procedures, processes and guidelines to officers across Main Roads.
- Monitor, follow up and track deadlines of Ministerial business to ensure effective and efficient transfer of information/communication between Main Roads, the Minister's Office and the Transport Portfolio.
- Research and facilitate Main Roads' input to other Government agencies' Ministerial requests.
- Prepare and/or draft correspondence for the Commissioner and Managing Director.
- Facilitate sensitive and confidential aspects of the Ministerial business.
- Collaborate with the Transport Portfolio counterparts in the preparation of requests for information and briefings.
- Co-ordinate the preparation of information packages required for the Parliamentary Estimates Hearings and follow-up any actions arising.
- Co-ordinate the preparation of major project reports on road related issues for the Minister for Transport and other agencies.
- Co-ordinate the preparation of briefing notes for the Managing Director's meetings with the Minister for Transport.
- Review and follow up contentious and confidential requests in a sensitive and discrete manner.

Business Performance

- Review and update Branch support systems, procedures and guidelines (manuals and *iRoads*) in collaboration with the Branch Manager.
- Analyse and report on the performance of the ministerial correspondence processes.
- Review and report on ministerial business performance statistics, identify trends, risks and options for improvement.
- Prepare monthly, quarterly and annual reports on Ministerial correspondence business performance.
- Develop, undertake and co-ordinate other Ministerial Business projects within the scope of this role.

Stakeholder Relationships

- Build and enhance collaborative working relationships with Main Roads Directorates, the Transport Portfolio and stakeholders across other agencies.
- Liaise directly with Executive Directors and Senior Managers for the provision of accurate, timely responses and relevant information to Ministerial requests.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on *iRoads* intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL		POSITION NO
MINISTERIAL CORRESPONDENCE MANAGER	LEVEL 6	P0063227

MINISTERIAL BUSINESS CO-ORDINATOR LEVEL 4

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

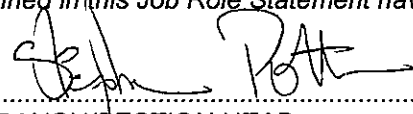
TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	
TOTAL			

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

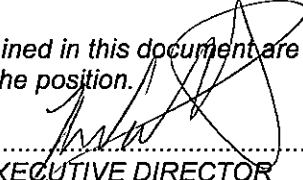
- Sound skill, knowledge and experience in:
 - protocols, processes and procedures for the preparation of ministerial and corporate correspondence and briefing notes
 - sourcing information, comprehending and analysing for relevance and writing correspondence to a professional standard
 - discretion and sensitivity when conveying contentious and confidential information
 - building and enhancing stakeholder relationships and interacting with people of influence and authority
 - ministerial and corporate correspondence registers, statistics and compiling reports
- Knowledge of:
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
 - protocols, processes and procedures for the preparation of responses to Cabinet Comments and Parliamentary Questions

CERTIFICATION

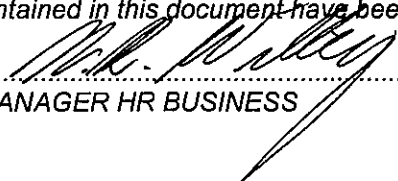
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 23/8/17
BRANCH/SECTION HEAD

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

SIGNATURE  DATE 23.8.17
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 24/8/17
MANAGER HR BUSINESS