



# JOB DESCRIPTION FORM

## SECTION 1 – OFFICE IDENTIFICATION

<b>ORGANISATION:</b> Department of the Premier and Cabinet
<b>DIVISION:</b> State Services
<b>BRANCH:</b> Executive Services
<b>SECTION:</b> Protocol and State Events

<b>EFFECTIVE DATE OF DOCUMENT: 21/01/2020</b>	
<b>CLASSIFICATION:</b> Level 3	<b>POSITION NUMBER:</b> DPC14005
<b>TITLE:</b> Protocol Officer	
<b>AGREEMENT/AWARD:</b> Public Service CSA Agreement	
<b>LOCATION:</b> Perth	

## SECTION 2 – REPORTING RELATIONSHIPS

<p>Manager Protocol and State Events Level 7</p>
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Other offices reporting to this office	
<u>Title</u>	<u>Level</u>
Assistant Manager	Level 6
Senior Protocol Officer x3	Level 5



<p><b>Protocol Officer</b> <b>Level 3</b></p>
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Officers under direct responsibility	
<u>Title</u>	<u>Level</u>
Nil	



## SECTION 3 – KEY RESPONSIBILITIES

The Protocol Officer is responsible for coordination of official government hospitality functions and providing assistance with special events and State visits. The role is also responsible for the management of official gifts, responding to requests for advice, diplomatic and official passports, administering the State MP flag program, drafting routine correspondence and providing administrative support to the Protocol and State Events unit.

## SECTION 4 – STATEMENT OF DUTIES

## Summary of Duties

### Details

#### Administrative Support

- Prepares congratulatory letters on behalf of the Premier.
- Provides assistance with management of diplomatic and official passports for the Office of the Premier and Cabinet Ministers and retains a register of departmental passport holders.
- Undertakes research, collates documents, or assists with document management for projects as directed.
- Liaises with the Consular Corps, assists with the notification processes of new Consular Appointees and new Consular Posts in Western Australia.
- Manages the distribution of flag notices and the MP flag program.
- Prepares student presentation packs.
- Manages telephone and email enquiries.
- Provides administrative support to the Protocol and State Events unit as required.

#### Events Coordination and Support

- Coordinates government hospitality functions hosted by the Premier or by Ministers on behalf of the Premier.
- Assists with the planning and coordination of State ceremonial and special events.
- Liaises with relevant Government departments and private sector organisations to assist with the preparation of appropriate invitation lists.
- Collates documents or assists with document management as required for specific projects as directed.

#### Official Gifts

- Sources, registers and arranges official gifts for presentation by the Premier, or his representative.
- Maintains stock control of gift store and updates the gift database to ensure a register of appropriate gift suppliers and a reference source on gift protocol.

#### Other

- Undertakes duties outside normal hours as required.

## SECTION 5 – SELECTION CRITERIA

**Essential**

Demonstrated experience in coordinating projects or events and progressing work without direct supervision.

Capacity to problem solve, with flexibility and responsiveness to change or uncertainty.

Well-developed organisational and time management skills. Capable of working under pressure and meeting deadlines, with a willingness to work outside normal business hours if required.

Strong interpersonal skills, with an ability to support and contribute to a small team.

Excellent communication skills, and experience in liaising with senior stakeholders.

**Desirable**

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**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.

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>INITIALLED BY HRSB</b>

As the Employee I have reviewed the statement of duties.

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>INITIALLED BY HRSB</b>