

JOB DESCRIPTION FORM

EFFECTIVE DATE OF DOCUMENT: 26/6/2020

SECTION 1 – OFFICE IDENTIFICATION

CLASSIFICATION:
Level 3

POSITION NUMBER:
DPC05096

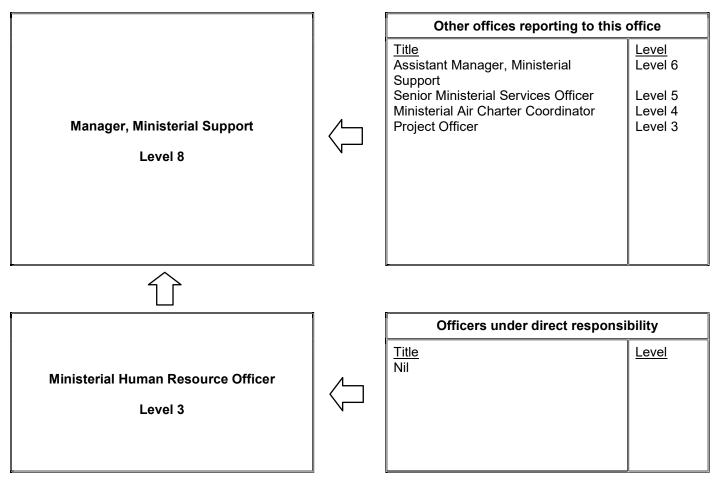
TITLE:
Ministerial Human Resource Officer

AGREEMENT/AWARD:
Public Sector CSA Agreenment 2019

LOCATION:
West Perth

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

SECTION 2 - REPORTING RELATIONSHIPS



SECTION 3 – KEY RESPONSIBILITIES

Provides a comprehensive human resource management advisory service to ministerial offices. Accesses reporting systems and analyses data to provide timely information to management.

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SECTION 4 – STATEMENT OF DUTIES

Summary of Duties

Details

MINISTERIAL OFFICE SUPPORT

Assists the Senior Ministerial Services Officer to provide a comprehensive human resource management advisory service to ministerial offices.

Provide administrative support and advice to the Ministerial Merit Panel.

Assists the Senior Ministerial Services Officer to prepare briefing notes and drafts responses to Parliamentary Questions relating to ministerial offices for the Director General.

Prepares and distributes documentation regarding the appointment of ministerial office staff and liaises with other public sector agencies in relation to deployment arrangements.

Access reporting systems to enable the analysis of data to provide timely, accurate and reliable information to management.

Provides advice in regard to the interpretation and application of the Public Sector Management Act 1994 in particular relevant sections of the Act relating to the appointment of those assisting the ministerial office holder.

Participates in the administration of recruitment processes for vacancies in ministerial offices.

Monitors ministerial office compliance with Government and legislative requirements including the Public Sector Standards in Human Resource Management.

Reviews policies and procedures relating to ministerial offices to identify opportunities for improvement and recommends changes.

OTHER

Provides administrative support to the branch.

Other duties as directed by the Manager.

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SECTION 5 – SELECTION CRITERIA

Essential						
This opportunity requires a self-motivated individual with the following capabilities:						
Willingness to deliver outstanding customer service to a diverse client group;						
Able to prioritise, monitor and coordinate personal workload to meet varying deadlines without direct supervision;						
Interpretation and application of legislation;						
Able to clarify requests and communicate information with sensitivity including an awareness of the need fo confidentiality;						
Willingness to contribute to and work as part of an enthusiastic team.						
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:						
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		

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