



# JOB DESCRIPTION FORM

## SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 26/6/2020

**ORGANISATION:**  
Department of the Premier and Cabinet

**DIVISION:**  
State Services

**BRANCH:**  
People and Governance Services

**SECTION:**  
Ministerial Support Unit

**CLASSIFICATION:**  
Level 3

**POSITION NUMBER:**  
DPC05096

**TITLE:**  
Ministerial Human Resource Officer

**AGREEMENT/AWARD:**  
Public Sector CSA Agreement 2019

**LOCATION:**  
West Perth

## SECTION 2 – REPORTING RELATIONSHIPS

**Manager, Ministerial Support**  
**Level 8**

### Other offices reporting to this office

| <u>Title</u>                           | <u>Level</u> |
|--|--------------|
| Assistant Manager, Ministerial Support | Level 6      |
| Senior Ministerial Services Officer    | Level 5      |
| Ministerial Air Charter Coordinator    | Level 4      |
| Project Officer                        | Level 3      |

**Ministerial Human Resource Officer**  
**Level 3**

### Officers under direct responsibility

| <u>Title</u> | <u>Level</u> |
|--------------|--------------|
| Nil          |              |

## 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.

## SECTION 4 – STATEMENT OF DUTIES

| Summary of Duties  |
|--|
| Details  |
| <b>MINISTERIAL OFFICE SUPPORT</b> <p>Assists the Senior Ministerial Services Officer to provide a comprehensive human resource management advisory service to ministerial offices.</p> <p>Provide administrative support and advice to the Ministerial Merit Panel.</p> <p>Assists the Senior Ministerial Services Officer to prepare briefing notes and drafts responses to Parliamentary Questions relating to ministerial offices for the Director General.</p> <p>Prepares and distributes documentation regarding the appointment of ministerial office staff and liaises with other public sector agencies in relation to deployment arrangements.</p> <p>Access reporting systems to enable the analysis of data to provide timely, accurate and reliable information to management.</p> <p>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.</p> <p>Participates in the administration of recruitment processes for vacancies in ministerial offices.</p> <p>Monitors ministerial office compliance with Government and legislative requirements including the Public Sector Standards in Human Resource Management.</p> <p>Reviews policies and procedures relating to ministerial offices to identify opportunities for improvement and recommends changes.</p> <b>OTHER</b> <p>Provides administrative support to the branch.</p> <p>Other duties as directed by the Manager.</p> |

## 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 for 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:** \_\_\_\_\_

**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 |
|------|-----------|------|--------------------|
|      |           |      |                    |