



JOB DESCRIPTION FORM

SECTION 1 – OFFICE IDENTIFICATION

ORGANISATION: Department of the Premier and Cabinet
DIVISION: Recovery Implementation and State Services
BRANCH: People and Governance Services
SECTION: Parliamentary Electorate Offices (PEO) Support and Transport Unit
LOCATION: West Perth

EFFECTIVE DATE OF DOCUMENT: 12/01/2021

CLASSIFICATION: Level 4	POSITION NUMBER: DPC20030
TITLE: Liaison Officer	
SALARIES AGREEMENT/AWARD: Public Service CSA Agreement	

SECTION 2 – REPORTING

Principal HR Adviser
Level 6



<i>(Other Officers reporting to this Officer)</i>	
Senior Project Officer	Level 5
Project Officer	Level 3



Liaison Officer
Level 4



<i>(Officers under direct responsibility)</i>	
Nil	

SECTION 3 – KEY RESPONSIBILITIES

<p>The Liaison Officer will manage the administration and effective delivery of travel entitlements for Members of Parliament (MPs).</p> <p>The Liaison Officer will also assist with the effective delivery of human resource matters to Members of Parliament and their staff.</p>
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SECTION 4 – STATEMENT OF DUTIES

Summary of Duties in Order of Importance

Details

Position No. DPC20030

Members of Parliament Entitlements

Liaises with Members of Parliament, Former Premiers and parliamentary electorate office staff to provide advice regarding Parliamentary Travel Allowances, Electorate Travel, Air Charter Transport and Former Premiers Entitlements.

Liaises with Salaries and Allowances Tribunal regarding Members travel claims, use of allowances and reporting requirements.

Prepares advice and recommendations with respect to Parliamentary Travel Allowance applications and Electorate Travel in accordance with Salaries and Allowance Tribunal; Determination and DPC policy, ensuring reimbursement of funds to the Member.

Interprets, and administers policy guidelines and Salaries and Allowances Tribunal Determination relating to Members of Parliament travel requests.

Verifies and processes payments of travel entitlement accounts received from electorate offices and service providers in accordance with Salaries and Allowance Tribunal; Determination and DPC policy.

Provides reports to Members of Parliament with regards to travel entitlements including balance of entitlement.

PEO Human Resource Support

Liaises with Members of Parliament, parliamentary electorate office staff, internal and external stakeholders in relation to the provision of support provided to Members of Parliament and electorate offices. Includes undertaking regular visits to Electorate Offices.

Assists the Principal HR Adviser and Senior Project Officer to provide an advisory service on Human resources, entitlements and other issues associated with Parliamentary Electorate Offices

Assists with the interpretation, review and administration of policy guidelines relating to Parliamentary Electorate Offices. Makes recommendations relating to Members requests and reviews guidelines including the PEO Handbook.

Researches, reviews and advises the Manager and Director, People and Governance Services on travel entitlements and related policies

Other

Undertakes research for special projects and prepares documentation as requested.

Undertakes other duties as directed by the Manager and Director, People and Governance Services and ensures that all actions comply with Department policies and Code of Conduct, procedures and practices.

SECTION 5 – Selection Criteria

Essential

Well developed written, oral communication and interpersonal skills including the ability to liaise, negotiate and establish relationships with key stakeholders including Members Parliament and Presiding Offices.

Demonstrated experience in the human resource field including ability to interpret Awards/Agreements and legislation.

Well developed analytical, problem solving and decision making skills.

Demonstrated ability to work independently and exercise initiative, sensitivity and discretion.

Well-developed organisational skills with an ability to work effectively under pressure and meet deadlines to a diverse client group.

SECTION 6 – CERTIFICATION

- (i) 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 _____

- (ii) As Manager I have reviewed the statement of responsibilities and agree this is a current and relevant document.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB

- (iii) As the Employee I have reviewed the statement of responsibilities and agree that this is a current and relevant document.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB