



Ministerial Liaison Officer

Ministerial Services

Position number	Generic
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 4
Reports to	Senior Ministerial Officer (Level 6)
Direct reports	Nil

Context

The Strategy and Policy Division:

- develops system wide policies and systemic reform initiatives;
- leads the Department's program of school accountability and school review;
- delivers evidence based analysis of student, school and system performance;
- provides Ministerial services;
- plans the future delivery of public schooling;
- oversees intergovernmental commitments and initiatives, and monitors developments in educational reform internationally and nationally and in response, leads macro policy reforms; and
- oversees the regulation functions of the non-government schools' framework.

Ministerial Services sits within the Strategy and Policy Division and is the area responsible for ensuring the requirements of the Office of the Minister for Education and Training are disseminated to appropriate Department business units for attention and are monitored to assure accurate and well-presented information is provided back to the Minister's office within agreed timelines and with appropriate endorsements.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Process requests from the Minister's Office, particularly with regard to Parliamentary business including using tracking systems to register and assign documents such as Ministerial correspondence, briefings, Parliamentary Questions and Cabinet Comments.
- Undertake quality assurance to ensure all correspondence meets the required Departmental guidelines.
- Ensure the delivery of quality and timely responses to Ministerial requests, including the provision of quality advice and support to Departmental staff.

- Liaise with senior officers and other departmental staff on matters relating to Ministerial requests.
- Coordinate regular reports on the timeliness and quality of Ministerial documents.
- Progress system information, and research and prepare reports on the timeliness and quality of correspondence for the Minister's Office and Senior Executive.
- Contribute to the planning and implementation of strategies aimed at improving established systems and processes in line with best practice.
- Undertake research projects as required.
- Provide training to Departmental staff to ensure compliance with Ministerial processes, as required.
- Organise meetings and conferences for the Branch and provide executive support, as required.

Selection criteria

1. Demonstrated well developed organisational skills with the ability to prioritise and deliver responses within strict timelines.
2. Demonstrated well developed written communication skills and the proven ability to review and edit correspondence.
3. Demonstrated well developed oral communication and interpersonal skills, with the ability to provide quality advice, liaise effectively with staff at different levels in an organisation and work in a collaborative team environment.
4. Demonstrated well developed conceptual and analytical skills with the ability to identify problems and provide strategies to address them.
5. Demonstrated well developed computing skills, an understanding of information systems and the ability to deliver instruction and training to staff.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 3 September 2021
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