



Coordinator Ministerial Services

Ministerial Services

Position number	Generic
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 5
Reports to	Manager Ministerial Services (Level 8)
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

- Provide effective and efficient delivery on a range of projects and activities related to Ministerial requests.
- Coordinate system wide responses to Ministerial requests, activities and enquiries.
- Coordinate staff within the unit to ensure timeliness and consistently high standards of communication between the Department and the Minister's office.
- Address issues in central and regional contexts raised with the Minister by members of the public and Members of Parliament.

- Develop and maintain business processes and continuous improvement mechanisms to ensure quality and responsive outcomes are achieved.
- Research planning and coordination issues related to business practice implementation and provides recommendations to management.
- Undertake audits on ministerial correspondence and provides reports on trends and issues to key stakeholders.
- Identify and monitor key issues and trends related to requests and provide information in a monthly memo to the Director General.
- Liaise with Department and Ministerial staff at senior levels on matters related to Government and Department policy.
- Contribute to the coordination and preparation of Ministerial correspondence, speeches, submissions and briefings.
- Assist in the planning and delivery of training to Departmental staff.

Selection criteria

1. Demonstrated knowledge and understanding of the State Government, Parliament and Cabinet, and the role of the Department of Education.
2. Demonstrated experience in undertaking continuous improvement activities to ensure efficiency and effectiveness of service delivery with the capacity to operate independently.
3. Demonstrated well developed written, verbal and interpersonal communication skills that demonstrate the ability to negotiate and relate effectively with key stakeholders.
4. Demonstrated well developed research, planning and project management skills.
5. Demonstrated well developed conceptual, analytical and problem-solving skills, including the ability to identify issues and trends and generate strategies to address them.

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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