



Ministerial Liaison Officer

Ministerial Services Unit

Position number	Generic
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 4
Reports to	Senior Ministerial Officer (Level 6)
Direct reports	Nil

Context

The Ministerial Services Unit is the conduit between the Office of the Minister and the Department of Education. It ensures efficient processes are in place to coordinate the flow of accurate, time-critical and sensitive information. Ministerial Services has responsibility for Ministerial responses, correspondence, Parliamentary and Cabinet processes.

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 Department guidelines.
- Ensure the delivery of quality and timely responses to Ministerial requests, including the provision of quality advice and support to Department staff.
- Liaise with senior officers and other department 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 Department 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 3 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 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 4 November 2022
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