Job Description Form – Ministerial Services Manager

|  |  |  |  |
| --- | --- | --- | --- |
| **Position number:** | 14025 | **Classification:** | Level 7 |
| **Division:** | Office of the Director General | **Branch/section:** | Ministerial Services |
| **Reports to:** | 14281 – Director Office of the Director General | **Direct reports:** | Nine |

About the Department

|  |  |  |
| --- | --- | --- |
| Mission | Vision | Values |
| To lead the public sector in community – focused delivery with a high performing organisation and thriving workforce. | Western Australia is celebrated as the best place to live in Australia. | Respectful  Accountable  Responsive  Open-minded  Integrity |

Context

The Office of the Director General team provides strategic portfolio coordination and communication of key strategic issues across Department of Local Government, Sport and Cultural Industries and between multiple Ministers’ offices. It supports the Director General by providing confidential, efficient and effective administrative executive support.

Position purpose

Manages and leads the Ministerial services team and manages and coordinates ministerial, Cabinet and parliamentary processes and provides high level policy oversight of departmental prepared documents’ content, consistency, standard and style.

Provides strategic advice and guidance to executive directors, directors, managers and staff across all service areas on responses and provides training on ministerial processes and standards as required.

Sets clear performance standards and guides and mentors staff within the ministerial services team to ensure they meet operational outcomes within specified timeframes.

Maintains extensive networks with key stakeholders within the Department to ensure efficient service delivery to the Ministers.

Responsibilities

1. Manages and provides leadership to staff within the ministerial services team and sets clear performance standards within the team to ensure outcomes are met in specified timeframes.
2. Prioritises and allocates the workload in the ministerial services team ensuring the team follows policies, processes, procedures and Ministerial, Cabinet and Parliamentary requirements.
3. Provides training, mentoring, feedback and proactive support to the ministerial services team members in career development and growth opportunities and undertakes performance management of the team to ensure they are meeting expected standards.
4. Allocates Ministerial, Cabinet and Parliamentary requests within the ministerial services team, and coordinates timely distribution of all Ministerial, Cabinet and Parliamentary requests to ensure the highest level of service delivery to meet stakeholder expectations.
5. Quality assures documentation ensuring accuracy, appropriateness, completeness and consistency.
6. Provides strategic advice and guidance to executive directors, directors, managers and staff across all divisions on Parliamentary, Cabinet and Ministerial matters and provides training on Ministerial processes and standards as required.
7. Promotes an ethical culture which models innovation, collaboration, coordination and partnership with a range of diverse stakeholders and within the customer focussed team.
8. Coordinates and compiles information required for responses to media enquiries in in liaison with Corporate Communications.
9. Manages whole of department reporting on Parliamentary, Cabinet and Ministerial matters.
10. Management and administration of relevant databases, registers and systems in the management of ministerial processes.
11. Leads process improvement within the team and recommends improvements to ministerial processes and procedures as necessary.
12. Establishes and maintains professional working relationships with key stakeholders and client groups, including the Ministers’ offices, departmental staff and other government agencies.
13. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
14. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

Work related requirements

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

Essential

1. Role Specific

* Demonstrated knowledge and experience in developing and delivering ministerial, Cabinet and parliamentary and government business services in a complex multidisciplinary environment.
* Demonstrated experience in managing and leading a team.

1. Shapes and Manages Strategy

* Supports shared purpose and direction and harnesses information and opportunities
* Understands strategic objectives, trends and factors that may influence work plans and goals.

1. Achieves Results

* Takes responsibility for managing projects to achieve results
* Identifies and uses resources wisely.

1. Builds Productive Relationships

* Nurtures internal and external relationships.
* Listens to, understands and recognises the needs of others.

1. Exemplifies personal integrity and self-awareness

* Demonstrates public service professionalism and probity.
* Demonstrates self-awareness and a commitment to personal development.
* Promotes and adopts a positive and balanced approach to work.
* Ability to understand and operate within the mission, vision and values of the Department.

1. Communicates and Influences Effectively

* Communicates clearly.
* Listens, understands and adapts to audience.

Desirable

Nil

Special conditions

Ability to work outside business hours may be required.

Pre-employment requirements

Department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

|  |  |
| --- | --- |
| Registration date | 28 November 2024 |