

## Senior Ministerial Officer

### Ministerial Services

<b>Position number</b>	00020123
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 6
<b>Reports to</b>	Manager, Ministerial and Executive Services (Level 8)
<b>Direct reports</b>	Coordinator Ministerial Services (Level 5) Ministerial Liaison Officer (Level 4)

### Context

The Strategy and Policy Division:

- initiates, develops and implements systemic reform projects and digital tools that support and enhance student educational outcomes
- monitors developments internationally and in other states and territories
- plans the future delivery of public schooling throughout the State, including design, location and delivery
- leads the Department's program of school autonomy, evaluation, performance and accountability, including student assessment and needs-based school funding
- oversees and quality assures the Department's governance framework and related activities
- is the conduit between the offices of the Ministers responsible for education and the Department.

Ministerial Services has responsibility for Ministerial responses, correspondence, Parliamentary and Cabinet processes.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Provide high-level professional support to the Manager through research and analysis of Department Ministerial business activity so specific projects are developed and priority tasks completed.
- Work with Solutions Development and Maintenance to develop functionalities in the Ministerial Tracking System (MTS).
- Manage workflow hierarchies in MTS, including setting up, updating and testing.

- Develop resources and conduct training in the use of MTS and induction in ministerial and parliamentary processes.
- Work with internal and external stakeholders to provide timely and high quality documentation and advice to the Minister.
- Oversee the coordination and management of Ministerial correspondence, Cabinet requirements, Parliamentary questions, Ministerial briefings and contentious issues briefing notes, and assists in preparing Parliamentary estimates and annual report briefings for the Minister.
- Coordinate the regular collection of statistics, and analyses and compiles reports on Ministerial activity for Executive members.
- Oversees currency and accuracy of Ministerial Services' content on the Department's intranet and Ikon.
- Assist in selection processes for positions under direct line management; coordinates and supervises induction and training of staff, including scheduling and managing workflow in staff absences.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

### **Selection criteria**

1. Demonstrated substantial system-wide knowledge of policy and directions of the Department of Education.
2. Demonstrated highly developed skills leading, managing and facilitating a team and the ability to negotiate and consult with senior managers and executive members.
3. Demonstrated highly developed research and analytical skills including the ability to resolve complex problems.
4. Demonstrated highly developed writing skills with the ability to facilitate high quality briefings, policy papers, speech notes, reports and general correspondence.
5. Demonstrated planning and organisation skills, and the ability to coordinate and deliver effective outcomes.

### **Eligibility and training requirements**

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit 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 and every 3 years thereafter
- 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 6 May 2024  
Reference D24/0316337