



Directorate: ACT Health Directorate
Division: Office of the Director-General
Branch: N/A
Section: Ministerial and Government Services
Position Title: Directorate Liaison Officer
Position No.: 24807
Classification: Senior Officer Grade B
Reports to: Senior Director, Ministerial and Government Services

DIRECTORATE OVERVIEW

The ACT Health Directorate (AHD) is responsible for strategic direction and leadership of the ACT health system. AHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health Directorate develops strategies and sets the direction to ensure that services meet community needs and expectations, deliver improved health outcomes, and that the health system is innovative, effective, and sustainable now and in the future.

DIVISION OVERVIEW

The Office of the Director General provides strategic support to the Director General, undertaking high level coordination, liaison, research and reporting and providing advice on specific issues. There are three teams within the Office of the Director General:

- Office of the Director General (consisting of the Executive Branch Manager, Executive Officer, Executive Assistant and an Office Assistant)
- Ministerial and Government Relations
- Culture Review Implementation Branch

BUSINESS UNIT OVERVIEW

Ministerial and Government Services (MAGS) provides operational and strategic support to the health Ministers' Offices, the Director-General and ACT Health staff on ministerial and government business including matters relating to Cabinet, the ACT Legislative Assembly, intergovernmental relations, reporting and ministerials. MAGS is also responsible for providing support and coordination to the Director-General and the Deputy Director-General.

POSITION OVERVIEW

The Directorate Liaison Officer (DLO) is the key conduit between the ACT Health Directorate and the Minister for Health and the Minister for Mental Health Offices. As the DLO you will be required to work in the Legislative Assembly sitting in the offices of the Minister for Health and Minister for Mental Health.

WHAT YOU WILL DO

Under limited direction of the Senior Director MAGS, the DLO will:

- Foster the relationship between the Ministers Offices and the ACT Health Directorate by developing and maintaining productive relationships with ministerial staff, Directorate executives and officers, and other key stakeholders including other DLOs, staff from cross government directorates and the ACT Legislative Assembly Chamber Support Office and Committee offices.
- Facilitate and monitor the flow of information between the Ministers Office and the Directorate, including maintaining high-level understanding of emerging issues and advising the Director-General and other executives of these issues.
- Provide high level advice to ministerial staff on administrative, coordination and legislative matters as required.
- Manage requests for ministerial correspondence and briefings from the Ministers Offices including the recording and monitoring of requests on the Directorates' electronic records management platform.
- Proof read, critically examine and maintain quality control of Cabinet, Assembly and ministerial material produced for Ministers consideration.
- Coordinate the timely provision of information to enquiries made by members of the public on matters relating the ACT Health Directorate.
- Undertaking other duties appropriate to this level of classification which contribute to the operation of the section.

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated ability to establish and foster productive working relationships with staff and stakeholders, including personal drive to work collaboratively to achieve results through and well-developed facilitation, conflict resolution and negotiation skills.
2. Demonstrated high level government experience in the management and provision of advice on Cabinet and Assembly matters, ministerial correspondence, directorate policies, functions and administrative procedures.
3. Proven high level organisational skills and ability to manage and coordinate information in a complex high-pressure environment while managing competing deadlines and priorities.

Behavioural Capabilities

1. Proven experience in working with limited supervision with demonstrated sound judgment and reasoning ability to drive clear decision-making processes.
2. Demonstrates a commitment to work health and safety and displays behaviour consistent with ACT Health Directorate's values of Respect, Collaboration, Integrity and Innovation.

Compliance Requirements/Qualifications

1. Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.
2. Experience and understanding of ACT Government Cabinet, Assembly, and machinery of government processes is essential for this role.
3. Experience in the use of HPE Content Manager (TRIM) and Objective as electronic records management systems are highly desirable.