



**ACT**  
Government

Major Projects Canberra

# POSITION DESCRIPTION

**Directorate:** Major Projects Canberra

**Position Number:** P45667

**Division:** Project Development and Support

**Classification:** Senior Officer Grade B

**Branch:** Ministerial, Governance and Corporate Support

**Location:** Woden

**Position Title:** Directorate Liaison Officer

**Last Reviewed:** March 2021

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, and innovation, as well as demonstrate the related signature behaviours.

## AGENCY OVERVIEW

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Major Projects Canberra was established to lead the procurement and delivery of the ACT Government's infrastructure program. Its vision is to deliver the infrastructure for our community which helps make Canberra one of the world's most liveable cities.

Major Projects Canberra has two main components:

1. Procuring and delivering infrastructure projects designated by the ACT Government as 'major projects.' Typically, those designated projects will have significant complexity and scale; and
2. Delivering other whole-of-government infrastructure projects in partnership with other Directorates.

Led by the Chief Projects Officer, Major Projects Canberra reports to the Head of Service and is accountable directly to the Treasurer and the relevant project Ministers.

Other functions of Major Projects Canberra include contractor pre-qualification, project management and reporting and superintendency of works and WHS Active Certification.

## DIVISION OVERVIEW

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The Project Development and Support Division provides leadership and contributes to the strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance.

The Division is responsible for ensuring good governance, effective people management and implementation of modern ICT, communications and engagement activities. The Division oversees MPC's corporate functions, including financial management, ministerial and Cabinet support as well project management support and the development of business cases and planning of major projects.

## **BUSINESS UNIT OVERVIEW**

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Ministerial, Governance and Corporate Services works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACTPS, and key government and non-government stakeholders. The Branch will provide leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

## **POSITION OVERVIEW**

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The Directorate Liaison Officer (DLO) reports to the Executive Branch Manager, Ministerial, Governance and Corporate Support and works in a small Ministerial Services team within the branch. The DLO is required to facilitate and support direct communications and policy advice between the Directorate and the Minister's Office, and as necessary other Minister's Offices, and provides specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions. The position will have significant contact with Directorate Officers, requiring a high degree of sensitivity, as well as a highly responsive approach in responding to tight deadlines.

The position will work across a number of portfolios relevant to Major Projects Canberra's various designated projects and portfolio responsibilities. The successful candidate will require excellent communication skills, be able to demonstrate an understanding of potential challenges and sensitivities associated with this role, and proven ability to exercise discretion and sound judgement.

## **WHAT YOU WILL DO**

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Under limited direction the Directorate Liaison Officer will:

- Provide policy advice to the Minister on portfolio issues, particularly across government communications, events and business matters.
- Critically examine ministerial correspondence and briefings for consideration through the Minister's Office.
- Develop and foster productive relationships with stakeholders, facilitate cooperative working relationships with, and provide advice and support for other Directorate Liaison Officers, including those reporting to other portfolios and other stakeholders as required.
- Manage political sensitivities and work collaboratively with Ministers' offices, senior agency representatives and the community.

- Facilitate and monitor the flow of information between the Ministers’ Office and the Directorate.
- Maintain high-level understanding of emerging issues and advise the Director-General and Executives of these issues.

## WHAT YOU REQUIRE

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The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

### Professional/Technical Skills and Knowledge

1. Proven high level government experience, in the management and provision of advice on Cabinet and Assembly matters.
2. Demonstrated experience in effectively contributing to the outcomes of a small team to deliver high quality outcomes in a complex high pressure environment with competing deadlines and priorities.
3. Proven experience and ability in researching, analysing and coordinating information, preparing/reviewing concise, relevant, timely briefings and written reports with an attention to detail.

### Behavioural Capabilities

4. Proven high level communication (oral and written), including demonstrated liaison and negotiation skills when dealing with complex or sensitive policy matters and high quality customer service skills.
5. Demonstrate experience in working under limited supervision with the proven ability to exercise discretion, and have sound judgment and reasoning skills to drive clear decision making.

### Compliance Requirements / Qualifications

#### *Highly Desirable*

- Previous experience in the management and provision of advice in Cabinet and Assembly matters.

## WORK ENVIRONMENT DESCRIPTION

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The following work environment description outlines the inherent requirements of this role and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently

Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently
<b>STANDARD HOURS</b>	<b>FREQUENCY</b>
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never
<b>SOCIAL DEMANDS</b>	<b>FREQUENCY</b>
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Frequently
Working in a call centre environment	Never
Working directly with the public	Occasionally
<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never
<b>MANUAL HANDLING</b>	<b>FREQUENCY</b>
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Occasionally
<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never
<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never

Working with asbestos	Never
Potential to encounter agitated customers	Frequently
Exposure to potentially distressing case material	Occasionally
<b>OTHER</b>	<b>FREQUENCY</b>
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally