



CABINET AND PARLIAMENT OFFICER

OUR CULTURE

The **Department for Energy and Mining (DEM)** is committed to being the Most Transformative Energy and Mining Government Department in the World. To achieve this, we have developed four key enablers to high performing behaviour. These enablers underpin everything we do.

- Our culture is diverse, professional, accountable, respectful, and committed to safety. We work collaboratively so we all succeed.
- We are committed to demonstrating personal and professional leadership and value being recognised as leaders in our field.
- We deliver the best outcomes for South Australians.
- We listen and engage meaningfully so that our decisions and actions build a successful and sustainable future for all South Australians

We are a White Ribbon Accredited workplace that promotes gender equality and a zero tolerance of violence in the workplace.

DEPARTMENT CONTEXT

DEM leads the global transformation economy, overseeing the responsible mining and production of the minerals, metals, and fuels of the future, to safely and sustainably generate the energy and low carbon products of the future.

Our low-cost power, leading regulation system and culture of innovation is leading to the decarbonisation of industry, new modern manufacturing opportunities, increased employment and greater prosperity and security for the people of South Australia.

We particularly acknowledge the essential role that traditional Aboriginal people play in the energy and mining sector as land managers, heritage custodians, business owners and community leaders.

The Office of the Chief Executive is responsible for delivering professional, strategic and responsive executive support services to the Chief Executive, Executive Leadership team and wider department. The team drives the strategic priorities and objectives of the department and government. The Office of the Chief Executive plays a vital role in stakeholder engagement and is the interface with ministerial offices and agencies across government, ensuring the timely and accurate delivery of information and advice. The Office of the Chief Executive leads the department's ministerial, Parliament and Cabinet functions, and co-ordinates the department's whole of government reporting requirements.

ROLE TITLE	CABINET & PARLIAMENT OFFICER		
CLASSIFICATION	ASO5	POSITION NUMBER	P15567
DIVISION	OFFICE OF THE CHIEF EXECUTIVE		
BRANCH	OFFICE OF THE CHIEF EXECUTIVE		
TEAM	EXECUTIVE SERVICES		
DESIGNATED POSITION ¹	YES		

ROLE PURPOSE

The **Cabinet & Parliament Officer** is responsible for the professional and effective management of cabinet and parliamentary processes, standards and protocols within the Department for Energy and Mining.

The **Cabinet and Parliament Officer** is a key liaison across the department, the minister's office, and other government departments. The role works under limited supervision and is responsible for parliamentary liaison, research, and administration service, coordinating and administering highly sensitive cabinet matters and procedures that support the minister and department in parliamentary and legislative processes. The role is also responsible for the oversight of the department's boards and committees.

REPORTING / WORKING RELATIONSHIP

- Reports to: Manager, Executive Services
- Direct reports: Nil
- Works closely with the minister's office, departmental officers, and other government departments.

KEY OUTCOMES

- Manage and maintain highly effective, efficient, timely and confidential administrative systems and processes for delivering Cabinet and Parliament business in an environment of competing requests, including but not limited to the delivery of:
 - Cabinet Submissions and Notes
 - Cabinet comments
 - Cabinet Forward Planning
 - Hansard
 - Parliamentary briefing notes
 - Questions with and without notice

¹ See Specific Requirements for applicable screening check requirements

- Parliamentary enquires
- Effectively engaged and coordinate with staff across the portfolio, often regarding sensitive and confidential matters with tight timelines, to ensure all responses to tasks initiated by the department, ministers' offices, government agencies and other key stakeholders are timely, professional, and high quality.
- Provide quality assurance, advice, and support to DEM staff in the delivery of Cabinet and Parliament business to the Chief Executive and Minister ensuring that documents are monitored to meet writing and style guidelines, and where necessary modified in liaison with divisional staff.
- Provide oversight and advice on the departments boards and committees by responding to information requests and meeting reporting requirements.
- Coordinate briefings and other support material for DEM's participating in Country Cabinet meetings.
- Key partnerships are developed and maintained to enable effective engagement with internal and external stakeholders to support the delivery of Cabinet and Parliament business, the Executive Services office, and DEM's objectives.
- Contribute to the ongoing continuous improvement by, participating in team discussions to improve operational outcomes, and maintaining high levels of communication within the office.
- Provide support, research, and advisory services to staff within the Executive Services office and external stakeholders as required.
- Proactively contribute to establishing an inclusive and positive team culture, including providing a backup service to other staff in times of need.
- Any other responsibilities in line with the classification level of the role as assigned by line manager and/or the department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.

KEY CHALLENGES

- Working in time pressured environment often with competing deadlines requiring the need to be proactive and accurate to ensure quality outcomes.

SELECTION CRITERIA

- Demonstrates up to date knowledge and skills in the operations, processes and systems required to coordinate parliamentary, cabinet business.
- Experience in sourcing expert information and advice, requesting additional support (e.g. technical or legislative matters) when required to support timely government, parliamentary, cabinet, and ministerial decision making processes.
- Sound IT systems and strong computing skills with demonstrated expertise in the use applications within a Microsoft Windows / MS Office 365 environment, and experience in using spreadsheets and databases.

- Demonstrated experience in providing thoroughly researched and targeted documents that are expressed concisely and reflect style, tone, and standards of the department.
- Demonstrated ability to analyse and interpret information from a number of sources to identify key issues, notice inconsistencies, and assess broad impacts on the organisation and/or relevant situation.
- Understands government directions and ethical expectations, including high standards of professionalism, discretion and maintaining confidentiality to ensure success.
- Well-developed communication skills to 'manage up', know when and how to raise critical issues and establish credibility and build trust through demonstrated competence, being personally reliable and following through on commitments.
- Demonstrated ability to work collaboratively with colleagues and key stakeholders to meet timelines, problem solve and overcome challenges as required to ensure high quality work and achieve goals.
- Is attentive and responsive to customer needs under pressured circumstances.
- Demonstrated ability to work under limited direction and operate in a flexible and responsive way in effectively handling multiple and changing tasks and demands by setting priorities, allocating and managing time and resources accordingly to meet deadlines.

ESSENTIAL QUALIFICATIONS

- Nil

SPECIFIC REQUIREMENTS

- DEM encourages flexible working arrangements such as working from home, part time work, job share, compressed weeks and purchased leave. Arrangements are negotiated with the appropriate manager.
- The incumbent will embrace diversity in all its forms and demonstrate inclusive behaviours in the workplace.
- The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- The incumbent is expected to uphold the ethical behaviour and professional integrity standards as contained in the *Public Sector Act 2009*, as well as comply with any other relevant legislated requirements.
- Out of hours work may be required, particularly around peak cabinet and parliamentary periods.
- Appointment to this role will be subject to a satisfactory screening check.