



SA FIRE AND EMERGENCY SERVICES COMMISSION

Role Description

JOB TITLE: Ministerial Liaison Officer CLASS: ASO5 ROLE NO.: M51925 DATE: January 2023	ORGANISATION: SAFECOM SECTION: Office of the Chief Executive
This Role Reports to: Executive Director - Chief Financial Officer	Reporting to this Role: • Nil
Primary Purpose of Role The Ministerial Liaison Officer role is primarily focused on managing and coordinating the Ministerial liaison function for SAFECOM and the Emergency Services Sector (ESS). The role will undertake some project work, lead and contribute to SAFECOM communication strategies, develop and review policies and procedures, and support senior officers for their State and national commitments. Other duties include managing Freedom of Information (FOI) applications.	
Outcomes • The day-to-day relationship is coordinated and managed between SAFECOM, the Emergency Services Sector (ESS) and the Minister's office on all ministerial, parliamentary briefings and other information requests. • Reports and correspondence drafted by the Ministerial Liaison Officer on behalf of the Chief Executive and senior management are of high quality, including those on complex and sensitive matters. • Provision of advice, guidance and support to ESS executives and senior managers to ensure written material is of a suitable quality and presented to the Minister, Board and/or committees in an appropriate format • Assist providing support for sector committees and advisory groups, including SAFECOM Board, sub-committees, ESS Executive and others is provided as required. • Provision of advice to the Chief Executive, Director and ESS on the development and implementation of policy and procedures for SAFECOM and the ESS • Effective leadership is provided to ESS to establish appropriate mechanisms for the management and administration of requests under the FOI Act 1991. • Effective leadership and participation in the successful delivery of projects or programs that achieve SAFECOM's objectives. • Effective working relationships and a network of strategic alliances with stakeholders across government and the emergency management sector are developed and maintained.	

Resource Management • Nil	Essential Attributes (Knowledge/Skills/Experience Requirements) • Experience in policy development and implementation. • Demonstrated ability to achieve results under limited direction and operate with integrity and professionalism under pressure during times of crisis and emergency. • Demonstrated ability to respond flexibly to changing priorities, exercise initiative and judgement within a politically sensitive and security conscious environment. • Well-developed interpersonal and oral communication skills, including an ability to represent different views and negotiate successfully. • Proven ability to prepare timely, clear, concise and high-quality written documentation including ministerial enquiries, briefings, cabinet submissions, reports and correspondence of complexity for various audiences. • Ability to interpret legislation, policy and procedure and apply knowledge and skills to meet statutory responsibilities. • Ability to work independently and to positively contribute to a team environment. • Experience in keeping, managing and processing FOI applications and knowledge of <i>Freedom of Information Act 1991</i> and <i>State Records Act 1997</i>.
Desirable Attributes • Nil Desirable Qualifications • Nil	
Key Relationships/Interactions • Chief Executive • Executive Director - Chief Financial Officer • Office of the Minister for Police, Emergency Services and Correctional Services • ESS colleagues • External stakeholders from Commonwealth, State and local government, non-government and community organisations in support of key projects or responsibilities.	Essential Qualifications • Completion of the Accredited FOI Officers course or ability to undertake course.
	Key Challenges • Working in a politically sensitive and confidential environment. • Produce high quality work to meet tight timeframes. • Establishing and maintaining healthy network of with key stakeholders.

Employment Conditions

- Employment conditions are governed by the *Fire and Emergency Services Act 2005 (SA)*, the *Public Sector Act 2009*, the *South Australian Modern Public Sector Enterprise Agreement (Salaried) 2017*, the *S.A. Public Sector Salaried Employees Interim Award* and any other applicable legislation.
- The incumbent is expected to work in a manner consistent with the Code of Ethics for the South Australian Public Sector.
- The incumbent may be assigned to another role at this remuneration level or equivalent.
- The incumbent will be required to participate in the organisation's Planned Review and Development Program
- The incumbent will be required to undergo the appropriate and relevant Employment Screening Assessment (General Probity and/or Police Check)

WHS & EEO

- The incumbent is responsible and accountable for working in an equitable manner and taking reasonable care to protect their own health, safety and welfare and avoiding adversely affecting the health and safety of others at work by complying with *Work Health and Safety Act 2012* and Equal Employment Opportunity policies, practices and legislation.
- Demonstrated commitment to the principles and practices of EEO and Ethical Conduct, and an understanding of, experience in, and ability to manage to the spirit and principles of Building Safety Excellence in the Public Sector and the legislative requirements of the *Work Health and Safety Act 2012*, and utilising AS/NZS ISO 31000 Risk management, or to an equivalent set of standards.

Customer Service

- The incumbent will provide the highest standards of customer service by putting customers and citizens and centre of decision making.

Special Conditions

- Out of hours work may be required and there may be limitations on annual leave during the high-risk disaster season
- Intrastate and some interstate travel necessitating overnight absences may be required.

Signature: **Date:** 23 / 01 / 2023..

Delegate

ADDENDUM:

The South Australian Fire and Emergency Services Commission provides support services to the Emergency Service Organisations (“ESOs”) to ensure that the Government’s community safety outcomes for emergency prevention and management are met.

VISION, MISSION AND VALUES

Our Vision

A trusted fire and emergency service sector building safer and more resilient communities.

Our Mission

Delivering first class, cost effective emergency management services for South Australia to minimise loss of life and property damage

Our Values

We achieve outcomes through our people

We do what we do because we believe in our communities

Our achievements are the result of working together

We will be judged by what we do rather than what we say