

Ministerial Services Adviser

Location: Melbourne CBD

Salary: \$84,019 to \$95,329 + super.

Position No: 819253

- Looking for new challenges?
- Are you enthusiastic and self-motivated?
- Do you have highly developed written skills?

An ongoing opportunity is now available within the Corporate Services Group within the Ministerial Services Branch for a Ministerial Services Adviser.

We are building an inclusive workplace to help realise the potential of our employees, embrace our differences, and apply our diverse thinking to innovation and delivering services to Victorian communities. All jobs can be worked flexibly and we encourage job applications from Aboriginal people, people with disabilities, young people and people from culturally diverse backgrounds.

The Ministerial Services Adviser will provide a primary point of contact for departmental staff seeking advice on ministerial protocols and preference related to written communication. You will liaise with ministerial offices and the Office of the Secretary to identify and communicate specific requirements, style or formatting preferences to departmental staff. You will manage a quality assurance function to monitor compliance with ministerial standards and department policies. You will be required to have highly developed written skills, and experience in preparing such documents as briefs and reports that require an integrated approach and broad consultation.

A sound knowledge of government, an understanding of ministerial and parliamentary processes and the role of the VPS in supporting the government would be an advantage.

This is an ongoing position.

To be considered for this position, your application should include a supporting statement demonstrating that you meet the key selection criteria and any job requirements specified in the position description.

To apply online and for further information on position description and selection criteria visit

www.careers.vic.gov.au

Applications close at midnight Wednesday 27 March 2019.