



Parliamentary Assistants Program 2017

Applications are invited from full-time tertiary students to work a minimum of 10 hours per week as Parliamentary Assistants, in the Department of the House of Representatives in 2017. Successful applicants will be employed for a 12 month period and will need to be available for at least two full days of training prior to the commencement of the academic year.

Working as a Parliamentary Assistant will give you the opportunity to be involved in the work of the Parliament. This is a valuable opportunity in a high-profile environment with excellent professional development opportunities. A Parliamentary Assistants' work includes, but is not limited to:

- assistance in the Chamber during proceedings;
- collection and delivery of mail, which may include large and/or heavy items; and
- assistance in the Serjeant-At-Arms' Office.

Employment will be on a sessional non-ongoing basis and will be paid at the rate of \$27.73 per hour plus a 20% leave loading. Rostered hours are negotiable and training and uniforms will be provided.

Applicants must:

- be Australian citizens;
- be full-time undergraduate tertiary students who will be in the second year in 2017 (applications outside of this will not be considered);
- have a good academic record; and
- have good communication skills and show sound judgment, be reliable, tactful and courteous.

How to Apply - Selection documentation can be obtained from the Department of the House of Representatives website at www.aph.gov.au/house_employment. Applications will need to include a resume, personal particulars of applicant form and a statement addressing the selection criteria. For further information please contact Paulene Crook via email at: paulene.crook.reps@aph.gov.au.

Applications should be emailed to h.m.reps@aph.gov.au and must now be received by close of business 7 October 2016. Late applications will not be considered. Applicants not selected for interview will be advised via email.



The Department of the House of Representatives is an Investor in People organisation and it upholds the principles and practices of Workplace Diversity.

www.aph.gov.au/house/dept/employ

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Duty Statement

Classification : Parliamentary Service Level 2

Office : Serjeant-at-Arms' Office

Security Assessment : Not assessed

Duties

Under direction perform the duties listed below:

1. Provide high quality services and administrative support to the Speaker, Members, the Clerks and other parliamentary staff in the Chamber and Federation Chamber including:
 - setting up and clearing the Chamber and Federation Chamber on sitting days;
 - delivering and distributing parliamentary papers;
 - messengerial duties;
 - implementation of the rules relating to access to the Chamber, Federation Chamber and the Parliamentary precincts and provide directory assistance to staff and visitors to Parliament House; and
 - responding to and assisting with managing an incident in the Chamber or Federation Chamber.
2. Provide service and administrative support to clients through:
 - the collection, receipt and delivery of mail and other goods to clients;
 - the performance of Committee room support duties;
 - undertaking courier duties as directed; and
 - undertaking the role as First Aid Officer.
3. Assist with the distribution of furniture, equipment and stores within the department including operating a computerised assets/stores inventory system.
4. Assist with the provision of advice and assistance to Members on the use of the COMCAR shuttle and the coordination of the number, task and release of vehicles allocated to the shuttle.

NOTE: The Parliamentary Service employee assigned these duties will be required to undertake rostered work and overtime at short notice, and may be required to move between the duties listed according to work requirements.

Immediate supervisor: Supervisor, Messengerial Services – Parliamentary Service Level 4; or
Assistant Serjeant-at-Arms – Executive Band 1; or
Manager, Members' Services – Parliamentary Service Level 6

Approved:

Serjeant-at-Arms

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Selection Criteria

PARLIAMENTARY SERVICE LEVEL 2

SERJEANT-AT-ARMS' OFFICE

1. Proven ability to work cooperatively in a small team environment and respond effectively to direction.
2. Proven ability to work under pressure and meet deadlines while implementing service policies and procedures.
3. Demonstrated oral communication and organisational skills including the ability to liaise with Members, staff and departmental staff.
4. Demonstrated sound administrative skills including the ability to use a range of IT applications.
5. Demonstrated personal qualities of tact, courtesy and discretion in a client service environment.
6. Ability to quickly acquire a knowledge of the parliamentary environment.

Approved:

Serjeant-at-Arms



PERSONAL PARTICULARS OF APPLICANT

To assist recruitment in processing your application, please complete this form and attach it to the front of your application.

Position Details:

Classification: Office/Section (see vacancy notice): Date of Advertisement: Source of Advertisement (e.g. University notice board, Internet):

Personal Particulars:

Title: Surname: Given Names: Preferred Name:

University Residential Address:

Home Address:

Date of Birth: / / Place of Birth:

Contact Details: Home: Mobile: Email address:

Do you have any health or wellbeing issues that may impact on your ability to perform your work? Yes/No
Do you have any current worker's compensation claims? Yes/No
Have you ever been found to have breached the Parliamentary Service or APS code of conduct? Yes/No
Have you received a redundancy benefit, or incentive to retire payment from a Commonwealth funded agency? Yes/No

Are you an Australian citizen? Yes/No
If no, have you applied for Australian Citizenship? Yes/No Date of Application: / /

Do you hold a National Security Clearance? Yes/No
If yes, which Department/Agency issued the clearance?
What level is the clearance? What date was it issued? / /

If you do not currently hold a National Security Clearance would you be willing to undergo a security clearance process to the level required for the position you have applied for? This would include providing detailed personal information. Yes/No

Employment Details:

Are you employed in the Australian Parliamentary Service or Australian Public Service? Yes/No
If yes, are you (a) an ongoing employee (b) a non-ongoing employee
Current Employer:
Date Commenced:
Position Held:
May we contact you at work? Yes/No

Referees:

Referee 1 Name:
Referee 1 Contact Details:
Referee 2 Name:
Referee 2 Contact Details:

University Studies:

Degree	Institution Name	Year Commenced
<i>Please provide details of relevant degree e.g. BA (Hons) Bachelor of Arts</i>		

Workplace Diversity Details:

Do you wish to identify yourself as a member of the following target groups?			
Aboriginal or Torres Strait Islander:	Yes/No	Person from non-English speaking background:	Yes/No
Person with a disability:	Yes/No		
Do you require special arrangements to be made for an interview: Yes/No			
If yes, a member of the Selection Advisory Committee will contact you for more details.			

Declaration

I confirm that the information I have provided above and the details in my application are, to the best of my knowledge correct, and I can confirm that:

- I have not knowingly provided any false or misleading information in connection with my application;
- I have disclosed information that I know, or ought reasonably to have known, was relevant to the Department of the House of Representatives in making a decision to engage me; and
- I have behaved honestly and with integrity in connection with my application.

Please note: If you are found to have breached these requirements in connection to your application, and possible engagement in the Parliamentary Service, you are taken to have breached the Parliamentary Service Code of Conduct in accordance with subsection 15(2A) of the *Parliamentary Service Act 1999*.

Name: _____ Date: / /



RESPONSE TO SELECTION CRITERIA

You must address the selection criteria below

Please limit your response to each criterion to 300 words

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| 1. Proven ability to work cooperatively in a small team environment and respond effectively to direction. |
| 2. Proven ability to work under pressure and meet deadlines while implementing service policies and procedures. |
| 3. Demonstrated oral communication and organisational skills including the ability to liaise with Members, staff and departmental staff. |
| 4. Demonstrated sound administrative skills including the ability to use a range of IT applications. |
| 5. Demonstrated personal qualities of tact, courtesy and discretion in a client service environment. |
| 6. Ability to quickly acquire a knowledge of the parliamentary environment. |