

# DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

## SENIOR EXECUTIVE SERVICE BAND 1

The Department of the House of Representatives provides the House of Representatives, its committees, the Speaker and members with a broad range of advisory and support services related to the exercise of the legislative power of the Commonwealth of Australia. The department aims to meet high standards of performance as an organisation and this is reflected in its recognition as an accredited Investors in People organisation at the Silver level. Investors in People is an internationally recognised quality standard that sets a level of good practice for improving performance through people. Investing in people gives us a practical link between our personal development and corporate goals.

### **Duties**

A challenging opportunity is available for a suitably qualified person to provide high level leadership to the department. The department places great emphasis on leadership and the leadership qualities expected of the senior leadership are reflected in the department's leadership statement (attached).

There are three Senior Executive Service (SES) Band 1 employees that work with the Clerk and the Deputy Clerk to provide the leadership of the department and provide sound and impartial advice to the Speaker, office holders and members on parliamentary practice and procedure.

Each SES Band 1 has management responsibility for one of three areas in the department in one of the following roles: Serjeant-at-Arms, Clerk Assistant (Committees) or Clerk Assistant (Table).

The remuneration package will be commensurate with the demonstrated experience, expertise and skills of the successful candidate.

### **To apply**

Selection documentation:

[www.aph.gov.au/About Parliament/Employment/Department of the House of Representatives](http://www.aph.gov.au/About_Parliament/Employment/Department_of_the_House_of_Representatives)  
or email [hrm.reps@aph.gov.au](mailto:hrm.reps@aph.gov.au)

Contact: Claressa Surtees (02) 6277 4222

Applications should be forwarded to: [hrm.reps@aph.gov.au](mailto:hrm.reps@aph.gov.au) or

Recruitment  
Department of the House of Representatives  
PO Box 6021  
Parliament House  
CANBERRA ACT 2600

Closing date: 31 October 2016

# DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

## Duty Statement

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### CLERK ASSISTANT

#### SES BAND 1

1. Provide advice and assistance to Members and others on parliamentary practice and procedure.
2. Contribute to the leadership and efficient management of the Department.
3. Manage one of the three major work areas of the Department.
4. Provide advice on administrative matters.
5. Undertake Clerk-at-the-Table duties in the Chamber and Federation Chamber.

Approved

DAVID ELDER  
Clerk of the House

# DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

## Selection Criteria

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### CLERK ASSISTANT

#### SES BAND 1

1. Shapes strategic thinking.
2. Achieves results.
3. Exemplifies personal drive and integrity.
4. Cultivates productive working relationships.
5. Communicates with influence.
6. Demonstrates skills relating to parliamentary practice and procedure, or the ability to develop these skills in minimal time.

Approved

DAVID ELDER  
Clerk of the House

# Department of the House of Representatives Leadership Statement

This Statement establishes the desired skills and behaviours for leaders in the Department of the House of Representatives.

Leadership is a practice that can and should occur at all levels. This Statement applies to all staff, regardless of classification or role and will affect people in different ways. The Statement and explanatory wording should be interpreted in conjunction with position descriptions and individual Work Performance Objectives.

The Statement has many practical applications, including:

- leadership development - periodic leadership surveys;
- links to our performance management system – in particular, upwards feedback;
- short and long-term workforce planning; and
- broader organisational development initiatives.

The Statement was reviewed in 2016 following research and consultation with all staff. The Statement will be reviewed before the next Investors in People assessment.

Leaders in the Department of the House of Representatives will:

## **Achieve results by:**

Successfully completing projects and meeting all relevant performance targets  
Building departmental and staff capability  
Implementing change and fostering responsiveness  
Contributing to the stewardship of the Parliament

## **Shape strategic thinking by:**

Helping set the direction  
Fostering an innovative and creative environment  
Exercising sound judgement  
Anticipating risks, analysing options and developing solutions

## **Cultivate productive working relationships by:**

Building strong relationships  
Motivating and empowering others  
Operating with an inclusive work style  
Facilitating teamwork and collaboration  
Respecting others

## **Communicate with influence by:**

Communicating clearly to suit the audience  
Listening and understanding  
Negotiating persuasively

## **Exemplify personal drive and integrity by:**

Being believable, trustworthy and accountable  
Modelling and upholding the Parliamentary Service Values  
Having and developing professional competence  
Displaying resilience and maintaining a positive outlook  
Displaying personal courage