

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Duty Statement

Job Title: Inquiry Secretary

Classification: Executive Band 1

Office: Committee

Security Assessment: Not assessed

Duties

1. As a senior officer in a secretariat workgroup, provide research, advisory, report writing and administrative support to a parliamentary committee or committees.
2. Under the direction of a committee secretary, advise a sub-committee chair or the chair of an inquiry and other members as required, and:
 - support the planning and management of inquiries;
 - conduct research and analysis;
 - provide written and oral advice;
 - arrange meetings and hearings, and record minutes;
 - provide advice and information to witnesses, officials and the general public on committee business;
 - advise on aspects of parliamentary practice and procedure relevant to the work of committees; and
 - draft and prepare for publication reports, discussion papers and other documents.
3. Assist a committee secretary in the effective management of a secretariat, including:
 - leading, managing and developing staff as required;
 - implementing the department's policies and procedures;
 - committee record keeping; and
 - performing other duties as required.

NOTE: The employees assigned these duties may be required to rotate to other areas of the department.

Duty representing highest function: Equal

Immediate supervisor: Committee Secretary, Executive Band 2

Approved:

Clerk Assistant
(Committees)

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Selection Criteria

INQUIRY SECRETARY

EXECUTIVE BAND 1

COMMITTEE OFFICE

1. Proven leadership and management ability.
2. Proven conceptual, research and analytical skills.
3. Proven oral and written communication skills, including complex report drafting.
4. Ability to quickly acquire a good working knowledge of parliamentary practice and procedure.
5. Tertiary qualifications or proven relevant skills gained through experience.

Approved:

Clerk Assistant
(Committees)