

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Duty Statement

Job title:	Researcher
Classification:	Parliamentary Service Level 4
Office:	Committee

Security Assessment:	Not assessed
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Duties

1. Provide research, analytical and report writing support to a committee.
2. Prepare correspondence and less complex material for briefing papers and reports.
3. Assist in the organisation and conduct of committee meetings, public hearings and inspections.
4. Contribute to the management and security of committee records and provide other administrative assistance to a committee as required.
5. Develop and maintain knowledge of parliamentary practice and procedure, particularly in relation to committees.

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

Duty representing highest function:	1
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Immediate supervisor: Committee Secretary, Executive Band 2

Approved:

Clerk Assistant (Committees)

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Selection Criteria

RESEARCHER

PARLIAMENTARY SERVICE LEVEL 4

COMMITTEE OFFICE

1. Proven conceptual, research and analytical skills.
2. Proven writing skills.
3. Demonstrated communication and interpersonal skills, including sound judgment, tact and ability to work effectively in a small team environment.
4. Proven organisational, administrative and information technology skills including attention to detail.
5. Tertiary qualifications or proven relevant skills gained through experience.

Approved:

Clerk Assistant (Committees)