

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Duty Statement

Job Title:	Senior Researcher
Classification:	Parliamentary Service Level 6
Office:	Committee

Security Assessment:	Not assessed
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Duties

1. Provide research, advisory and report writing support for a parliamentary committee.
2. Assist in the organisation and conduct of committee meetings and public hearings, including preparation of meeting and briefing papers and drafting of minutes of proceedings.
3. Attend to correspondence and respond to requests in relation to committee business.
4. Provide administrative and other support to a committee secretariat, including supervision and development of staff as required, committee record keeping and other duties as required.
5. Develop and maintain knowledge of parliamentary practice and procedure, particularly in relation to committees.

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

Duty representing highest function: 1

Immediate supervisor: Committee Secretary, Executive Band 2

Approved:

Clerk Assistant
(Committees)

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Selection Criteria

SENIOR RESEARCHER

PARLIAMENTARY SERVICE LEVEL 6

COMMITTEE OFFICE

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

Approved:

Clerk Assistant
(Committees)