

# DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

## Duty Statement

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Job Title: Visits Officer  
Classification: Parliamentary Service Level 4  
Office: International & Parliamentary Relations Office

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Security Assessment : Not assessed

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## Duties

1. As part of a team, support the parliament's participation in parliamentary associations.
2. As part of a team, support the conduct of programs for incoming and outgoing delegations and support the arrangement of other activities for the International Program.
3. Prepare correspondence and less complex briefing papers and other documents on policy and procedural issues related to the Department's International program.
4. Maintain and update administrative and procedural systems and documents.
5. Process forms and documents related to the work of the International and Parliamentary Relations Office, including passports and visas.

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

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Duty representing highest function: Equal

Immediate supervisor: Assistant Director, International & Parliamentary Relations Office,  
Executive Band 1

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Approved:

Clerk Assistant (Table)

# DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

## Selection Criteria

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### VISITS OFFICER

#### PARLIAMENTARY SERVICE LEVEL 4

#### INTERNATIONAL AND PARLIAMENTARY RELATIONS OFFICE

1. Demonstrated communication, liaison and interpersonal skills with the ability to communicate at a range of levels with people from diverse cultural backgrounds.
2. Proven ability to work independently and show sound judgment within a small team environment.
3. Demonstrated administrative and organisational skills, with good attention to detail and the ability to set priorities and work under pressure.
4. Demonstrated analytical and problem solving skills.
5. An ability to work in the parliamentary environment, with a good understanding of the workings of parliament or the ability to acquire such understanding quickly.

Approved:

Clerk Assistant (Table)