

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

The Department of the House of Representatives is seeking a dynamic and motivated leader to join the Office of the Serjeant-at-Arms. The Director, Knowledge Management and Publishing will provide leadership and strategic advice to lead a team responsible for a range of departmental corporate activities including:

- information management;
- web and hard copy publishing and printing, systems and services;
- corporate governance; and
- media and public information.

The successful applicant will be highly regarded for high level leadership capability and superior management skills. The Director will work cohesively and collaboratively within a team to manage issues and projects relating to information, web and other publishing, corporate governance and media and public information matters. This role requires the ability to work with internal and external stakeholders on a variety of issues, and to provide expert advice and support while managing complex relationships. Finally, the successful applicant will need to be organised, display a strong track record of achievement in leading and managing people, and be able to thrive in a multi-faceted and busy environment.

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Duty Statement

Classification	:	Executive Band 2
Office	:	Knowledge Management and Publishing

Security Assessment	:	Not assessed
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Duties

Under the broad direction of the Serjeant-at-Arms:

1. Lead and manage staff, and projects, in the following areas:
 - information management;
 - web and hard copy publishing and printing, systems and services;
 - corporate governance; and
 - media and public information.
2. Provide high level advice and support to the Executive on areas of responsibility and broader corporate issues.
3. Drive and champion the department's broader corporate needs, including corporate governance systems, processes and projects.
4. Represent the department at internal and external fora, and build and sustain productive working relationships with key internal and external stakeholders.

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

Duty representing highest function	:	EQUAL
Immediate supervisor	:	SERJEANT-AT-ARMS, SES BAND 1

Approved:

Serjeant-at-Arms

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Selection Criteria

EXECUTIVE BAND 2

KNOWLEDGE MANAGEMENT AND PUBLISHING OFFICE

1. Proven leadership and managerial ability.
2. Communicates with influence.
 - communicates clearly
 - negotiates persuasively
3. Achieves results
 - supports a service culture
 - marshals professional expertise
4. Cultivates productive working relationships.
 - nurtures internal and external relationships
 - facilitates cooperation and partnerships
5. Sound knowledge of relevant parliamentary practice and procedure, or the ability to acquire such knowledge quickly.
6. Tertiary qualifications or proven relevant skills gained through experience.

Approved:

Serjeant-at-Arms