

## DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

### Duty Statement

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Classification : Parliamentary Service Level 3  
Office : Serjeant-at-Arms'

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Security Assessment : Not assessed

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### Duties

1. Supervise staff, including:
  - supervising work performance according to individual performance agreements;
  - assessing development and training needs;
  - supervising on the job training, including training in I.T. based car booking systems;
  - preparing duty rosters and supervising overtime, flextime and leave entitlements; and
  - applying departmental policies particularly those relating to workplace diversity, industrial democracy and health and safety.
2. Coordinate and support the efficient use of the Department's resources and services. Interpret and implement policies and procedures in relation to either office service issues or executive transport services.
3. As the Transport Supervisor perform the following functions:
  - Implement and maintain/ensure efficient use of an IT based car booking system;
  - Provide advice and assistance to Members in the use of the COMCAR shuttle;
  - Coordinate the number, tasking and release of COMCAR vehicles whilst allocated to the shuttle; and
  - Maintain and amend Members' address and restaurant lists
4. Assist with the general functioning of the Serjeant-at-Arms' Office as required.

NOTE: The employee assigned these duties might be required to rotate to other areas of the Department and undertake rostered work and overtime at short notice.

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Duty representing highest function: EQUAL  
Immediate supervisor: Manager, Members Services,  
Parliamentary Service Level 6

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Approved:

Serjeant-at-Arms

# DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

## Selection Criteria

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### SUPERVISOR, TRANSPORT

#### PARLIAMENTARY SERVICE LEVEL 3

1. Demonstrated ability to supervise a team and train staff in the performance of their duties - including working to tight deadlines and pressure situations, and in utilising a range of specialised IT applications.
2. Proven ability to interpret and implement policies and procedures with a commitment to effective and high level customer service.
3. Demonstrated communication, organisational and interpersonal skills.
4. Proven ability to use a range of IT applications and IT based booking systems, or the proven ability to acquire these skills quickly.
5. Demonstrated personal qualities of professionalism, tact, discretion and courtesy.
6. An understanding of the role of and operations of the Department of the House of Representatives, or the ability to acquire this knowledge quickly.

Approved

Serjeant-at-Arms