

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

SENIOR EXECUTIVE SERVICE BAND 1

The department provides the House of Representatives, its committees, the Speaker and members with a broad range of advisory and support services related to the exercise of the legislative power of the Commonwealth of Australia.

Duties

A challenging opportunity is available for a suitably qualified person to provide high level leadership to the Department of the House of Representatives (the department).

There are three Senior Executive Service (SES) Band 1 employees that work with the Clerk and the Deputy Clerk to provide the leadership of the department and provide sound and impartial advice to the Speaker, office holders and members on parliamentary practice and procedure.

Each SES Band 1 has management responsibility for one of three areas in the department as either Serjeant-at-Arms, Clerk Assistant (Committees) or Clerk Assistant (Table).

The remuneration package will be commensurate with the demonstrated experience, expertise and skills of the successful candidate.

To apply

Selection documentation: www.aph.gov.au/house/dept/employ/index.htm or email hrm.reps@aph.gov.au

Contact: Claressa Surtees (02) 6277 4222

Applications should be forwarded to: hrm.reps@aph.gov.au or
Recruitment
Department of the House of Representatives
PO Box 6021
Parliament House
CANBERRA ACT 2600

Closing date: 6 February 2015

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Duty Statement

CLERK ASSISTANT

SES BAND 1

1. Provide advice and assistance to Members and others on parliamentary practice and procedure.
2. Contribute to the leadership and efficient management of the Department.
3. Manage a major work area of the Department.
4. Provide advice on administrative matters.
5. Undertake Clerk-at-the-Table duties in the Chamber and Federation Chamber.

Approved

DAVID ELDER
Clerk of the House

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Selection Criteria

CLERK ASSISTANT

SES BAND 1

1. Shapes strategic thinking.
2. Achieves results.
3. Exemplifies personal drive and integrity.
4. Cultivates productive working relationships.
5. Communicates with influence.
6. Demonstrates skills relating to parliamentary practice and procedure, or the ability to develop these skills in minimal time.

Approved

DAVID ELDER
Clerk of the House