



Parliament of Australia

Clerk of the House of Representatives

Department of the House of Representatives Australian Parliamentary Service

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

The Clerk of the House of Representatives (the Clerk) is the departmental head, exercising the powers of a Secretary responsible for the budget, staffing and operations of the department and is the principal adviser in relation to proceedings of the House of Representatives.

The department provides the House of Representatives, its committees, the Speaker and members with a broad range of advisory and support services to enable the performance of the constitutional role of the House.

The successful candidate will:

- have extensive knowledge of, and experience in, relevant Parliamentary law, procedure and practice;
- demonstrate high level leadership and strategic capability;
- have an established record of high level management and the achievement of leading change;
- be a highly effective communicator and collaborator and be able to exercise a high level of judgement; and
- have demonstrated the highest standards of professional and personal integrity in a values based environment.

This position is a statutory appointment made by the Speaker following a merit based selection process. The appointment is for a maximum, non-renewable term of 10 years. The remuneration package is commensurate with the duties and is determined by the Speaker, in consultation with the Remuneration Tribunal.

The contact officer for this position is: Ms Lucy Poole on 02 6202 3886 or lucy.poole@apsc.gov.au.

Selection criteria and information for candidates can be obtained at www.aph.gov.au/house/employment or by contacting the contact officer.

Applications should be emailed to: recruitment@apsc.gov.au

Closing date for applications is 25 October 2013.



Department of the House of Representatives

Clerk of the House of Representatives

Applications are invited for the position of Clerk of the House of Representatives (the Clerk).

Overview

The Department of the House of Representatives (the department) provides the House, its committees, the Speaker and members with a broad range of advisory and support services to enable the performance of the constitutional role of the House. These services include procedural advice, legislative drafting, secretariats for committees, programming and documentation support for the chamber, the processing of legislation and other documents, research and education, inter-parliamentary activities and administrative support.

The department is one of three supporting the two Houses, the others being the Department of the Senate and the Department of Parliamentary Services.

The work of the department is largely determined by the House and its committees. The department is responsible to the House as a whole and all members, and maintains complete impartiality in serving equally members from all political parties and independent members. The department provides some administrative support for the office of the Leader of the Opposition and a range of other office holders.

The department receives its funding through the Appropriation (Parliamentary Departments) Acts, and is accountable to the House through the Speaker. It is subject to examination annually by the Auditor-General, and continuously throughout the year by an internal auditor. Apart from legislation which establishes the special nature of the parliamentary service, such as the *Parliamentary Service Act 1999* (PS Act) and the Appropriation (Parliamentary Departments) Act, the department operates within the same legislative framework as executive departments.

The Role of the Clerk of the House

The Clerk is the principal adviser in relation to proceedings of the House to the Speaker, Leader of the House, Manager of Opposition Business and to members generally. The Clerk's advice is given both in the chamber when the House is sitting and at other times, and may be in oral or written form. Each member has access to the advice on the basis of equality and confidentiality.

In addition, the Clerk is the departmental head of the department and is responsible to the Speaker for the budget, staffing and operations of the department.

Term of Appointment

This position is a statutory appointment. The appointment will be made by the Speaker following a merit based selection process. The appointment is for a maximum, non-renewable term of 10 years.

Remuneration and conditions

The Speaker, in consultation with the Remuneration Tribunal, determines the Clerk's remuneration and other conditions of employment. The total remuneration package as at 1 July 2013 was \$409,600 per annum (AUD).

Candidates are generally expected to be Australian citizens and either possess or be able to obtain a security clearance. The successful candidate may be subject to checks on character, health and other matters as part of the appointment process.

The Application Process

Applications should include:

- a **one page executive summary**;
- **curriculum vitae** (including contact details for two referees¹) ; and
- **responses to the following Selection Criteria** (limit of 300 words per criterion):
 1. Extensive knowledge of, and experience in, relevant parliamentary law, procedure and practice.
 2. Demonstrates high level leadership, strategic capability and managerial experience.
 3. High level judgement.
 4. Adept at leading and managing change, and work effectively and co-operatively with others to achieve change.
 5. Demonstrates a high standard of professional and personal integrity and is committed to upholding and promoting Parliamentary Service Values.

The contact officer for this position is: Lucy Poole on 02 6202 3886 or lucy.poole@apsc.gov.au.

Lodging Applications

Applications should be sent to **recruitment@apsc.gov.au**

Closing date for applications is 25 October 2013.

Late applications may not be accepted

¹ Please note that referees will only be contacted prior to consultation with the candidate. The panel reserves the right to seek reports on the suitability of candidates from experts in the relevant field, other than those nominated by the candidate.