



JOB DESCRIPTION

Inquiry Secretary

Classification:	Executive Band 1
Type of employment:	Full time
Section:	Committee Office
Position number:	4111 - 4137
Security assessment:	Not required

About the department

The Department of the House of Representatives provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees, and also provides a range of services and facilities for Members of Parliament in Parliament House. The department also promotes the work of the House in the community and supports the conduct of the Parliament's international and regional relations.

About the Committee Office

The Committee Office supports parliamentary committees in their work of examining policy and legislation, and of scrutinising the executive government, through the provision of procedural, research, analytical, drafting and administrative support. Staff normally work in small Secretariat teams, however, are expected to work flexibility and support other Secretariats as needed.

About the role

The Inquiry Secretary is a senior officer in a secretariat headed by a Committee Secretary, providing research, advisory, report writing and administrative support to one or more parliamentary committees. The Inquiry Secretary supports the Committee Secretary in providing advice to committee chairs and members regarding parliamentary practice and procedure, and in leading and developing junior secretariat staff. Inquiry Secretary roles may require domestic travel to support the Committee.

The department is committed to leadership at all levels and there is an expectation that all staff are able to, demonstrate leadership in their professional experience.

Security Assessment: Designated committees will require appropriate security clearances.

Duties

The Inquiry Secretary will:

1. As a senior officer in the secretariat, provide research, advisory, report writing and administrative support to one or more parliamentary committees.
2. Under the direction of the Committee Secretary, advise a committee chair or the chair and other members as required, including:
 - support the planning and management of inquiries and other legislative oversight functions of the committee;
 - conduct research and analysis;
 - provide written and oral advice;
 - arrange meetings and hearings, and record minutes;
 - provide advice and information to witnesses, officials and the general public on committee business;
 - advise on aspects of parliamentary practice and procedure relevant to the work of the committee; and
 - draft and prepare for publication reports, discussion papers and other documents.
3. Assist the Committee Secretary in the effective management of a secretariat, including:
 - leading, managing and developing staff as required;
 - implementing the department's policies and procedures;
 - committee record keeping; and
 - performing other duties as required.

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

Selection criteria

The successful candidate will have:

1. high level research, analytical and writing skills, and significant experience preparing large and complex written reports, advice and complex correspondence
2. engagement, collaboration and negotiation skills, with the capacity to build and maintain productive working relationships in a sensitive environment
3. strong organisational skills, including the ability to manage multiple tasks, prioritise effectively and meet deadlines
4. demonstrated ability to support the Committee Secretary to manage and lead a small team
5. a good working knowledge of parliamentary practice and procedure, or the ability to acquire such knowledge quickly.

Further information about the department is available on the [DHR website](#).

Additional information may also be found on  @AboutTheHouseAU and  @AboutTheHouse.

Approved:

Clerk Assistant (Committees)

29 May 2020