



## JOB DESCRIPTION

### Publications Support Officer

<b>Classification:</b>	Parliamentary Service Level 4
<b>Type of employment:</b>	Full time
<b>Section:</b>	Procedural Development Section
<b>Position number:</b>	3012
<b>Security assessment:</b>	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 section

The Procedure Office provides procedural research, publications and services explaining the work of the House and its institutional role. Within the Office, the Procedural Development Section focuses on the development of publications and services that explain the work of the House of Representatives and its procedures to Members and their staff, departmental staff, others in the parliamentary environment, and the public.

#### About the role

The Publications Support Officer:

- reviews, researches, updates and edits less complex procedural content for publication;
- provides administrative support for procedural publications;
- assists with publishing activities in print and online;
- assists with the preparation of statistical records on the work of the House; and
- assists with the maintenance of the departmental library collection.

## Duties

The Publications Support Officer will:

1. Under the direction of the Assistant Director (Publications):
  - undertake research to support the development of procedural publications;
  - assist with reviewing, editing and updating less complex procedural content;
  - create and maintain change registers and manage version control of key publications;
  - format documents for publication (in print and/or on line) and publish them electronically.
2. Assist the Statistics Manager to prepare and maintain less complex statistical records on the work of the House.
3. Assist in the maintenance of the departmental library collection.
4. Contribute to the work of the office as directed.

## Selection criteria

The successful candidate will demonstrate:

1. an interest in, and ability to effectively work on, tasks requiring attention to detail;
2. research, analytical, writing and editing skills;
3. administrative and organisational skills;
4. knowledge of parliamentary practice and procedure and the operation of the House of Representatives, or the ability to acquire such knowledge quickly;
5. tertiary qualifications or proven relevant skills gained through experience.

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

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

Approved:

**Clerk Assistant (Procedure)**