



JOB DESCRIPTION

Researcher, Committee Office

Classification:	Parliamentary Service Level 4
Type of employment:	Full time
Section:	Committee Office
Position number:	4151 - 4161
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 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 they are expected to work flexibly and support other Secretariats as needed.

About the role

The Researcher works within a secretariat workgroup, providing research, report writing and administrative support to a parliamentary committee or committees. The Researcher works under the direction of the Committee Secretary and one or more Inquiry Secretaries. Researcher 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 Researcher will:

1. provide research, analytical and writing support for a parliamentary committee, including preparation of meeting and briefing papers and drafting of minutes of proceedings

2. prepare correspondence and respond to requests in relation to committee business
3. as part of a team, organise and support committee meetings, public hearings and inspections, including arranging logistics and liaising with stakeholder groups
4. contribute to the management and security of committee records and provide administrative and other support to a committee secretariat as required
5. develop and maintain knowledge of parliamentary practice and procedure, particularly in relation to committees.

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 demonstrate:

1. research, analytical and writing skills, attention to detail, and the ability to prepare written reports, advice and correspondence
2. capacity to build and maintain productive working relationships in a sensitive environment
3. organisational skills, including the ability to manage multiple tasks, prioritise effectively and meet deadlines
4. the ability to quickly acquire knowledge of parliamentary practice and procedure.

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)