



JOB DESCRIPTION

Deputy Serjeant-at-Arms

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| Classification: | Executive Band 2 |
| Type of employment: | Full time |
| Section: | Serjeant-at-Arms' Office |
| Position number: | 5003 |
| Security assessment: | Negative Vetting 2 |

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 Serjeant-at-Arms' Office provides services to support the House of Representatives Chamber and Federation Chamber, Members and their staff at Parliament House and employees of the department. Specifically, the Office provides chamber support as well as services for Members, their staff and department employees in relation to security, mail delivery, accommodation, building maintenance, business continuity planning, transport, and application of the Parliament House media rules. The Office also facilitates the School Visits Program in conjunction with other parliamentary departments and manages visitors to the chamber galleries.

About the role

The Deputy Serjeant-at-Arms leads the Serjeant-at-Arms' Office in the delivery of services to Members, their staff, and employees of the department. The occupant of the role will have demonstrated leadership skills, including the ability to lead and manage a dispersed service-oriented team.

Working to the Serjeant-at-Arms, the occupant has extensive liaison functions with senior office holders of the House, other business areas of the department and other agencies at Parliament House, including counterparts in the Parliamentary Service and the Australian Federal Police. The occupant will serve in the role of Security Advisor (Physical and Personnel) for the department and represent the department on interdepartmental fora, particularly in relation to security matters.

The occupant will undertake rostered duties in the House of Representatives chamber in parliamentary sitting weeks and have a knowledge of parliamentary procedure or the capacity to acquire it quickly.

Duties

The Deputy Serjeant-at-Arms will:

1. Lead and manage the Serjeant-at-Arms' Office in the delivery of high-level services to members in accordance with relevant policies and legislation and oversee project activity.
2. Act as the Serjeant-at-Arms in the Chamber and Federation Chamber, their galleries and throughout Parliament House and the Parliamentary Precincts and assist with ceremonial functions of the House of Representatives.
3. Assist the Serjeant-at-Arms in:
 - administering access and security controls for the Chamber, Members' suites, and departmental offices
 - managing committee room and courtyard bookings
 - developing and drafting policies and procedures and
 - the role of a Security Adviser for the department.
4. Represent the Speaker's interests in administering policies and rules governing media access in the Chamber, Parliament House and the Parliamentary Precincts, and act as secretary to the Joint Committee on the Broadcasting of Parliamentary Proceedings.
5. Manage accommodation support in that part of Parliament House under the control of the Speaker including:
 - the provision of furniture, fittings and facilities and services and
 - coordination of the maintenance and capital works programs on behalf of the department.
6. Administer elements of the School Visits Program and visitor access to the chamber galleries.

NOTE: *The employee assigned to this position must be able work the hours of the House on a rostered basis and may be required to rotate to other areas of the department.*

Selection criteria

The successful candidate will demonstrate:

1. proven leadership and managerial ability of a high order
2. proven ability to cultivate productive working relationships with a range of stakeholders
3. strong oral and written communication skills
4. strong organizational skills, with the ability to manage multiple tasks, prioritise effectively and achieve deadlines

5. judgment, tact, and integrity
6. sound knowledge of relevant parliamentary practice, procedure and policies, or the ability to develop them quickly.

Eligibility

The occupant of this role will be required to obtain and maintain a Negative Vetting 2 security clearance. Maintenance of a security clearance at this level is essential to the role, and failure to maintain a security clearance at this level will result in termination of employment.

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

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

Approved:

Serjeant-at-Arms

31 March 2021