



JOB DESCRIPTION

Clerk Assistant

Classification:	SES Band 1
Type of employment:	Full time
Position number:	2001/3001/4001/5001
Security Assessment:	Negative Vetting 2
Location:	Parliament House, Canberra

About the department

Our department provides the House of Representatives, certain parliamentary committees, the Speaker and parliamentarians with a broad range of advisory and support services related to the exercise of the legislative power of the Commonwealth of Australia. We publish the records of the House and produce information resources so that the community can better understand and engage with the Parliament.

The department aims to meet high standards of performance as an organisation and this is reflected in its recognition as an accredited Investors in People organisation at the silver level. Investors in People is an internationally recognised quality standard that sets a level of good practice for improving performance through people. Investing in our people provides a practical link between our personal development and corporate goals.

About the role

We are seeking a highly experienced and motivated person to meet the challenges of working in the sensitive and complex parliamentary service environment.

There are four Senior Executive Service (SES) Band 1 employees who work with the Clerk and the Deputy Clerk to lead the department and to provide sound and impartial advice to the Speaker, office holders and members on parliamentary practice and procedure.

Each SES Band 1 employee has management responsibility for functions and offices in the department in one of the following roles: Serjeant-at-Arms, Clerk Assistant (Committees), Clerk Assistant (Procedure), or Clerk Assistant (Table). All positions are highly operational during sittings of the House and additional hours of work are usual.

The department places great emphasis on leadership and the leadership qualities expected of the senior leadership are reflected in the department's leadership statement (included in the documentation).

Duties

1. Contribute to the senior leadership and efficient management of the department.
2. Manage one of the four major work areas of the department.
3. Provide advice and assistance to members and others on parliamentary practice and procedure.
4. Provide advice on administrative matters.
5. Undertake Clerk-at-the-Table duties in the Chamber and Federation Chamber.

Selection criteria

The successful candidate will demonstrate:

1. strategic thinking and think strategically about issues facing the department
2. achieves results, with consistently sound judgment and managerial expertise
3. exemplifies personal drive and integrity
4. cultivate productive working relationships
5. communicate with influence, including the ability to provide high level written advice
6. skills relating to parliamentary practice and procedure, or has the ability to develop these skills in minimal time.

Further information

The occupant of these role/s 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

The remuneration package will be commensurate with the demonstrated experience, expertise and skills of the successful candidate.

The Clerk may, as part of the department's rotation policy at this level, assign the person occupying any of the four positions to other duties at the SES Band 1 classification, if the Clerk considers it appropriate to do so.

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

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

Approved:

Clerk of the House

17 December 2020



DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Leadership Statement

This Statement establishes the desired skills and behaviours for leaders in the Department of the House of Representatives.

Leadership is a practice that can and should occur at all levels. This Statement applies to all staff, regardless of classification or role and will affect people in different ways. The Leadership Statement and explanatory wording should be interpreted in conjunction with position descriptions and individual Work Performance Objectives.

The Statement has many practical applications, including:

- » leadership development - periodic leadership surveys;
- » links to our performance management system – in particular, upwards feedback;
- » short and long-term workforce planning; and
- » broader organisational development initiatives.

The Statement was reviewed in 2016 following research and consultation with all staff.

Leadership Statement

Leaders in the Department of the House of Representatives will:

Exemplify personal drive and integrity by:

- » Being believable, trustworthy and accountable
- » Modelling and upholding the Parliamentary Service Values
- » Having and developing professional competence
- » Displaying resilience and maintaining a positive outlook
- » Displaying personal courage

Communicate with influence by:

- » Communicating clearly to suit the audience
- » Listening and understanding
- » Negotiating persuasively



Achieve results by:

- » Successfully completing projects and meeting all relevant performance targets
- » Building departmental and staff capability
- » Implementing change and fostering responsiveness
- » Contributing to the stewardship of the Parliament

Shape strategic thinking by:

- » Helping set the direction
- » Fostering an innovative and creative environment
- » Exercising sound judgement
- » Anticipating risks, analysing options and developing solutions

Cultivate productive working relationships by:

- » Building strong relationships
- » Motivating and empowering others
- » Operating with an inclusive work style
- » Facilitating teamwork and collaboration
- » Respecting others



Achieve results by:

- » Successfully completing projects and meeting all relevant performance targets – *engendering a culture of achievement by delivering on ideas and intended actions*
- » Building departmental and staff capability – *managing resources and people effectively; developing skills and knowledge; working together as a team*
- » Implementing change and fostering responsiveness – *developing and overseeing change initiatives on time; initiating and implementing valid options; responding to changing client and external demands*
- » Contributing to the stewardship of the Parliament – *sustaining the best in our people and working environment; taking appropriate responsibility for developing and adapting the rest*



Shape strategic thinking by:

- » Helping set the direction – *painting the big picture; understands and explains the context; leading change; knowing and communicating the role of the department and the Parliament*
- » Fostering an innovative and creative environment – *thinking outside the square; considering alternatives; being willing to step into the unknown; challenging the process; generating ideas*
- » Exercising sound judgement – *making sound decisions, including under pressure; understanding other perspectives; avoiding impulsive actions*
- » Anticipating risks, analysing options and developing solutions – *monitoring the environment and setting out parameters for responses; solving the problems that can't be avoided*



Cultivate productive working relationships by:

- » Building strong relationships – *creating a culture in which people thrive; supporting others and encouraging mutual trust and respect*
- » Motivating and empowering others – *extending trust; allowing staff to shine; delegating effectively; nurturing growth and learning*
- » Operating with an inclusive work style – *consulting effectively; collaborating; sharing information*
- » Facilitating teamwork and collaboration – *acknowledging and valuing the efforts of others*
- » Respecting others – *encouraging staff to balance work and personal responsibilities; respecting the wants and needs of others and the wellbeing of the whole team; treating staff with dignity*



Communicate with influence by:

- » Communicating clearly to suit the audience – *conveying messages in plain language and on time; encouraging two-way communication*
- » Listening and understanding – *reflecting; interpreting messages; recognising and addressing misunderstanding*
- » Negotiating persuasively – *influencing; considering all perspectives*



Exemplify personal drive and integrity by:

- » Being believable, trustworthy and accountable – *being honest, trustworthy, consistent, fair open, and credible; doing what he/she says he/she will do*
- » Modelling and upholding the Parliamentary Service Values – *displaying a high level of integrity*
- » Having and developing professional competence – *adding value to the team and department; knowing own job and responsibilities*
- » Displaying resilience and maintaining a positive outlook – *staying calm under pressure; using intuition; maintaining good humour and a positive attitude; persisting*
- » Displaying personal courage – *making the hard decisions; accepting responsibility; being decisive and appropriately self-confident; giving advice and direction when necessary*