



## DEPARTMENT OF THE HOUSE OF REPRESENTATIVES



# Parliamentary Assistants Program 2020

## Job Description

Applications are invited from full-time tertiary students to work as Parliamentary Assistants in the Department of the House of Representatives during 2020. This is an exceptional opportunity to work in a high profile environment and attain a valuable knowledge of parliamentary practice and procedure. Successful applicants will be offered professional and career development opportunities.

Employment will be on a non-ongoing basis for approximately 10 hours per week over a 12 month period. Rostered hours are negotiable. The rate of pay is \$29.43 per hour plus a 20% leave loading.

Parliamentary Assistants' work includes, but is not limited to:

- » support and administrative services associated with the operations of the House of Representatives chambers;
- » collection and delivery of mail and other goods, which may include large or heavy items; and
- » assistance in the Serjeant-at-Arms Office.

Applicants must:

- » be Australian citizens;
- » be full-time undergraduate tertiary students who will be in the second year of study in 2020 (applications outside of this will not be considered);
- » have a good academic record;
- » have strong communication skills and show sound judgment, be reliable, tactful and courteous; and
- » be willing to obtain and maintain a baseline security clearance.

Applicants need to be available for at least two full days' training prior to the commencement of the academic year.

Training and uniforms will be provided.

## How to Apply

Selection documentation can be obtained from the Department of the House of Representatives website at [www.aph.gov.au/house\\_employment](http://www.aph.gov.au/house_employment). Applications will need to include a resume, personal particulars of applicant form and a statement addressing the selection criteria. For further information please contact John Nelson at: [john.nelson.reps@aph.gov.au](mailto:john.nelson.reps@aph.gov.au).

## Submitting an application

Applications should be emailed to [hrm.reps@aph.gov.au](mailto:hrm.reps@aph.gov.au) and must be received by close of business **4 October 2019**. Late applications will not be considered. Applicants not selected for interview will be advised via email.



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*The Department of the House of Representatives is an Investor in People organisation and it upholds the principles and practices of Workplace Diversity.*



## JOB DESCRIPTION

### Messengerial Attendant and Parliamentary Assistant – Serjeant-At-Arms Office

<b>Classification:</b>	Parliamentary Service Level 2, (\$56,995 – \$62,232)
<b>Type of employment:</b>	Non-Ongoing Sessional
<b>Section:</b>	Serjeant-at-Arms' Office
<b>Security assessment:</b>	Baseline

#### 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 is responsible for providing general support and administrative services to the operations of the House of Representatives Chambers, Members of Parliament and the Department and its executive.

The Serjeant-at-Arms Office provides advice and support to the Speaker, ministers, members and their staff, the department's executive and staff on accommodation, chamber-related administrative matters and security. It also performs ceremonial roles associated to the Parliament and supports both chambers through the Messengerial Services.

#### About the role

The Messengerial team perform general support duties associated to the Department and the operations of the House of Representatives chambers. The successful applicant will support the Parliament and have demonstrated the ability to work in a small team with limited supervision, demonstrating knowledge of parliamentary procedure, or the capacity to develop this quickly.

#### Duties

1. Provide high quality services and administrative support to the Speaker, Members, the Clerks and other parliamentary staff in the Chamber and Federation Chamber including:
  - setting up and clearing the Chamber and Federation Chamber on sitting days
  - delivering and distributing parliamentary papers

- messengerial duties
  - implementation of the rules relating to access to the Chamber, Federation Chamber and the Parliamentary precincts and provide directory assistance to staff and visitors to Parliament House
  - responding to and assisting with managing an incident in the Chamber or Federation Chamber.
2. Provide service and administrative support to clients through:
    - the collection, receipt and delivery of mail and other goods to clients
    - the performance of Committee room support duties;
    - undertaking courier duties as directed
    - undertaking the role as First Aid Officer.
  3. Assist with the distribution of furniture, equipment and stores within the department including operating a computerised assets/stores inventory system.
  4. Assist with the provision of advice and assistance to Members on the use of the COMCAR shuttle and the coordination of the number, task and release of vehicles allocated to the shuttle.

NOTE: The Parliamentary Service employee assigned these duties will be required to undertake rostered work and overtime at short notice, and may be required to move between the duties listed according to work requirements.

## Selection criteria

The successful candidate will demonstrate:

1. The ability to work cooperatively in a small team environment and respond effectively to direction.
2. The ability to work under pressure and meet deadlines while implementing service policies and procedures.
3. Excellent communication and organisational skills, including the ability to liaise with Members and their staff and Departmental staff.
4. Sound administrative skills including the ability to use a range of IT applications.
5. Personal qualities of tact, courtesy and discretion in a client service environment.
6. The ability to acquire a good working knowledge of parliamentary practices and procedures.

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

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

The successful candidate will be required to obtain and maintain a Baseline 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.

Approved:

**Serjeant-at-Arms**

**29 April 2019**



PERSONAL PARTICULARS OF APPLICANT

To assist recruitment in processing your application, please complete this form and attach it to the front of your application.

Position Details:

Classification: Office/Section (see vacancy notice):
Date of Advertisement: Source of Advertisement (e.g. University notice board, Internet):

Personal Particulars:

Title: Surname: Given Names: Preferred Name:
University Residential Address:

Home Address:

Date of Birth: / / Place of Birth:

Contact Details:

Home: Mobile:
Email address:

Do you have any health or wellbeing issues that may impact on your ability to perform your work? Yes/No
Do you have any current worker's compensation claims? Yes/No
Have you ever been found to have breached the Parliamentary Service or APS code of conduct? Yes/No
Have you received a redundancy benefit, or incentive to retire payment from a Commonwealth funded agency? Yes/No

Are you an Australian citizen? Yes/No
If no, have you applied for Australian Citizenship? Yes/No Date of Application: / /

Do you hold a National Security Clearance? Yes/No
If yes, which Department/Agency issued the clearance?
What level is the clearance? What date was it issued? / /
If you do not currently hold a National Security Clearance would you be willing to undergo a security clearance process to the level required for the position you have applied for? This would include providing detailed personal information. Yes/No

**Employment Details:**

Are you employed in the Australian Parliamentary Service or Australian Public Service?      Yes/No
If yes, are you                                    (a) an ongoing employee                                    (b) a non-ongoing employee
Current Employer:
Date Commenced:
Position Held:
May we contact you at work?    Yes/No

**Referees:**

Referee 1 Name:
Referee 1 Contact Details:
Referee 2 Name:
Referee 2 Contact Details:

**University Studies:**

Degree	Institution Name	Year Commenced
<i>Please provide details of relevant <b>degree</b> e.g. BA (Hons) Bachelor of Arts</i>		

**Workplace Diversity Details:**

Do you wish to identify yourself as a member of the following target groups?			
Aboriginal or Torres Strait Islander:	Yes/No	Person from non-English speaking background:	Yes/No
Person with a disability:	Yes/No		
Do you require special arrangements to be made for an interview:    Yes/No			
If yes, a member of the Selection Advisory Committee will contact you for more details.			

**Declaration**

I confirm that the information I have provided above and the details in my application are, to the best of my knowledge correct, and I can confirm that:

- I have not knowingly provided any false or misleading information in connection with my application;
- I have disclosed information that I know, or ought reasonably to have known, was relevant to the Department of the House of Representatives in making a decision to engage me; and
- I have behaved honestly and with integrity in connection with my application.

Please note: If you are found to have breached these requirements in connection to your application, and possible engagement in the Parliamentary Service, you are taken to have breached the Parliamentary Service Code of Conduct in accordance with subsection 15(2A) of the *Parliamentary Service Act 1999*.

Name: \_\_\_\_\_ Date:    /    /



## RESPONSE TO SELECTION CRITERIA

You must address the selection criteria below

Please limit your response to each criterion to 300 words

1. Proven ability to work cooperatively in a small team environment and respond effectively to direction.
2. Proven ability to work under pressure and meet deadlines while implementing service policies and procedures.
3. Demonstrated oral communication and organisational skills including the ability to liaise with Members, staff and departmental staff.
4. Demonstrated sound administrative skills including the ability to use a range of IT applications.
5. Demonstrated personal qualities of tact, courtesy and discretion in a client service environment.
6. Ability to quickly acquire a knowledge of the parliamentary environment.