

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Duty Statement

Job title: Researcher
Classification: Parliamentary Service Level 4
Office: Committee

Security Assessment: Designated security positions will require appropriate security clearances

Duties

1. Under supervision, provide research, analytical and report writing support for a parliamentary committee, including preparation of meeting and briefing papers and drafting of minutes to a committee.
2. Under supervision, prepare correspondence and less complex material for briefing papers and reports.
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 assistance to a committee secretariat as required.
5. Develop and maintain knowledge of parliamentary practice and procedure, particularly in relation to committees.

NOTE: The employee assigned these duties may be required to rotate to other areas of the Department.

Duty representing highest function: Equal

Immediate supervisor: Committee Secretary, Executive Band 2

Approved:

Clerk Assistant (Committees)

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Selection Criteria

RESEARCHER

PARLIAMENTARY SERVICE LEVEL 4

COMMITTEE OFFICE

1. Demonstrated conceptual, research, analytical and writing skills.
2. Demonstrated communication and interpersonal skills, including sound judgment, tact and the ability to work effectively in a dynamic, small team environment.
3. Demonstrated organisational, administrative and information technology skills including attention to detail, and demonstrated ability to progress multiple tasks concurrently while responding to changing priorities.
4. Knowledge of parliamentary practice and procedure, or demonstrated ability to acquire such knowledge quickly.

Eligibility

1. Tertiary qualification or proven relevant skills gained through experience

Approved:

Clerk Assistant (Committees)