

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Duty Statement

Job Title: Director, Chamber Research
Classification: Executive Band 2
Office: Procedure Office

Security Assessment: Not assessed

Duties

1. Lead and manage the Chamber Research Section.
2. Secretary to the Standing Committee on Procedure.
3. Provide advice to Members and others on parliamentary procedural matters.
4. Undertake Clerk-at-the-Table and Deputy Clerk-at-the-Table duties in the Chamber and Federation Chamber.
5. Represent the department in relevant forums and liaise with stakeholders.

NOTE: The employee assigned to these duties may be required to rotate to other areas of the Procedure Office and the department at level.

Duty representing highest function: Equal

Immediate supervisor: Clerk Assistant (Procedure), SES Band 1

Approved:

Clerk Assistant
(Procedure)

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Selection Criteria

DIRECTOR

EXECUTIVE BAND 2

PROCEDURE OFFICE

1. Proven leadership and managerial ability.
2. Demonstrated high level liaison, interpersonal and written communication skills.
3. Demonstrated high level research and analytical skills.
4. Proven knowledge of parliamentary practice and procedure, or the ability to acquire such knowledge quickly.
5. Relevant tertiary qualifications or proven relevant skills gained through experience.

Approved:

Clerk Assistant
(Procedure)

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Duty Statement

Job Title: Director, Procedural Development

Classification: Executive Band 2

Office: Procedure Office

Security Assessment: Not assessed

Duties

1. Lead and manage the Procedural Development Section.
2. Support the development and use of procedural learning activities and resources for Members, staff, and others.
3. Provide advice to Members and others on parliamentary procedural matters.
4. Undertake Clerk-at-the-Table and Deputy Clerk-at-the-Table duties in the Chamber and Federation Chamber.
5. Represent the department in relevant forums and liaise with stakeholders.

NOTE: The employee assigned to these duties may be required to rotate to other areas of the Procedure Office and the department at level.

Duty representing highest function: All

Immediate supervisor: Clerk Assistant (Procedure), SES Band 1

Approved:

Clerk Assistant
(Procedure)

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Selection Criteria

DIRECTOR

EXECUTIVE BAND 2

PROCEDURE OFFICE

1. Proven leadership and managerial ability.
2. Demonstrated high level liaison, interpersonal and written communication skills.
3. Demonstrated high level research and analytical skills.
4. Proven knowledge of parliamentary practice and procedure, or the ability to acquire such knowledge quickly.
5. Relevant tertiary qualifications or proven relevant skills gained through experience.

Approved:

Clerk Assistant
(Procedure)