



## JOB DESCRIPTION

### Bills Manager

<b>Classification:</b>	Parliamentary Service Level 6, (\$86,748 – \$98,450)
<b>Type of employment:</b>	Ongoing
<b>Section:</b>	Table Office
<b>Security assessment:</b>	Not required

### 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 Table Office is responsible for providing procedural advice and administrative services to support the operations of the House of Representatives, Federation Chamber and some domestic committees.

The Table Office provides advice and support to the Speaker, ministers, members and their staff, the department's executive and staff on procedural and chamber-related administrative matters. It also publishes certain chamber documents and processes and makes available legislation and documents presented in the House and Federation Chamber as well as contributing to training for departmental staff and parliamentary outreach services.

### About the role

The successful candidate will play a principal role in processing legislation and providing operational advice on ICT projects impacting bills related outputs of the Office. The successful applicant will have a demonstrated eye for detail and knowledge of parliamentary procedure or the capacity to develop this quickly.

## Duties

1. Carry out all administrative action for legislation originating in the House of Representatives including:
  - liaising with Commonwealth departments, the Office of Parliamentary Counsel, Government House, CanPrint and the Department of the Senate;
  - arranging printing and issue of bills and amendments and associated material;
  - arranging electronic checking and proof reading of legislation;
  - oversee the input and maintenance of bills-related documents and data in the Bills System and liaise with the Department of Parliamentary Services and other staff as required;
  - supporting processing of bills for Royal Assent, notify Royal Assent in gazette and arrange publication of Acts and Tariff Proposals; and
  - attending to more complex enquiries relating to legislation.
2. Supervise and oversee bills related work of the Inquiry Manager (Bills).
3. Oversee preparation of material for sessional volumes of bills and associated material.
4. Assist, when required, in the preparation of information for statistical summaries, databases and Work of the Session.

The employee assigned these duties will be required to work extended hours up to and beyond the sitting of the House; may be required to participate in job sharing arrangements to avoid fatigue and may be required to rotate to other areas of the Table Office or Department.

## Selection criteria

The successful candidate will demonstrate:

1. Communication and interpersonal skills, including sound judgement, effective supervisory skills and the ability to work effectively in a small team environment.
2. Organisational, administrative and research skills, including attention to detail and the ability to progress a number of detailed tasks concurrently.
3. A working knowledge of parliamentary practice and procedure, or the ability to acquire this knowledge quickly.
4. The ability to develop a good understanding of IT systems critical to Table Office operation, and to use a wide range of IT applications.

## Eligibility

1. Tertiary qualifications or proven relevant skills gained through experience.

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

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

Approved:

**Clerk Assistant (Table)**

**4 June 2019**