



Department of the Legislative Council Job Description

Parliamentary Officer

Classification:	Level 2/3 - \$59,172 to \$73,717
Type of employment:	Fulltime
Functional area:	Administrative Services
Date last updated:	January 2017
This position reports directly to:	Deputy Usher of the Black Rod
Number of staff reporting to this position:	Nil

About the Department

The Department of the Legislative Council provides support to the Legislative Council, its committees, the President of the Legislative Council and elected Members. The Department is responsible, not to the government of the day, but to the Legislative Council and its elected members. Department staff are apolitical and non-partisan and serve all members equally. Further information about the Department can be found [here](#).

The Clerk is the Chief Executive Officer of the Department of the Legislative Council and is responsible for providing expert advice on parliamentary law, practice and procedure to the President, Chair of Committees, ministers and members of the Council and its committees.

The primary goal of the Administration Office is to provide high quality administrative services for the Members and the Department of the Legislative Council.

About the Role

The Parliamentary Officer provides efficient, structured and systematic administrative services to support the operations of the Department of the Legislative Council and the Legislative Council, its members and committees.

You will be a team player with administrative experience prepared to work long hours and late nights and experienced with contemporary information technology. Knowledge of the parliamentary system in Western Australia is desirable but not essential.



INDEPENDENCE



INTEGRITY



IMPROVEMENT



RESPECT



CO-OPERATION

Primary Responsibilities

1. Provision of administrative support for the Legislative Council Chamber and its members.
2. Maintenance of Legislative Council archives and records.
3. Provision of general information in relation to the Legislative Council and its operations.

Specific Duties

1. Create and maintain parliamentary databases of the Minutes index, members' details, tabled papers and sitting schedules.
2. Respond to enquiries and requests for Council-related information, including issuing of parliamentary papers and printing of Acts and Regulations from the State Law Publisher Internet Site.
3. Maintain the following -
 - progress of Bills on a daily basis;
 - sealed Acts (and remit to Parliamentary Counsel and Supreme Court Libraries);
 - members' list, members' biographical records and relevant information on the POWAnet/Parliamentary internet site;
 - Acts relevant to Bills appearing on the Legislative Council Notice Paper (including index to Acts); and
 - Chamber seating plan.
4. Record and produce statistical information relevant to the workings of the House.
5. Parliamentary publications – process invoices, maintain stocks, and issue according to master distribution lists.
6. Stationery and procurement - stock control, ordering and distribution.
7. Archive documents for the Legislative Council.
8. Maintain photographs of the Legislative Council (members and historical events).
9. Assist with the production and content of Legislative Council publications such as annual reports, procedural reports and statistical reports.
10. Prepare the Chamber for sittings of the Legislative Council.
11. Provide support to the Chamber during sitting days (including receiving and processing tabled papers, petitions, motions, distributing Bills and second reading speeches, Acts, messages, copies of parliamentary papers and other documents).
12. Assist with proof reading and checking documents (softcopy and hardcopy).
13. Participate in training and develop an understanding of the operations of the Legislative Council Chamber and its related committees.
14. Provide relief to other Legislative Council Administration Office staff as required.
15. Undertake other duties as directed by the Deputy Usher of the Black Rod and senior officers of the Legislative Council.

Selection Criteria

Essential:

1. Appropriate administrative experience.

2. Understanding of, and experience with, contemporary information technology.
3. Ability to work effectively in a small team.
4. Preparedness to work long hours/late nights.

Desirable:

1. Knowledge and understanding of the legislative process and parliamentary/political system in Western Australia.

Competencies

ADAPTABILITY

Maintain effectiveness in varying environments and with different tasks, responsibilities and people. Ability to rotate between various positions and perform competently with training as required.

CUSTOMER SERVICE/FOCUS

Proactively developing working relationships with members by making efforts to listen to and understand them; anticipating and providing solutions to their needs; giving high priority to member satisfaction.

INTEGRITY

Maintaining and promoting social, ethical and organisational norms in conducting internal and external business activities.

TEAMWORK/COLLABORATION

Working effectively with team/work group or those outside formal line of authority (eg. peers, senior managers) to accomplish organisational goals.

TOLERANCE FOR STRESS

Maintaining stable performance under pressure and/or opposition (such as time pressure or job ambiguity); managing stress in an acceptable manner.

WORK STANDARDS

Setting high goals and maintaining high standards of performance.

Further Information

This position will be required to undergo a Police Record Check and the occupant may be requested to undertake skills and psychometric testing.

This is a full-time position.

A uniform will be provided for sitting days. On non-sitting days, smart business attire must be worn.

Acknowledgement

I acknowledge that the supervisor has explained this job description form to me.

..... / /
Staff member's signature Date

I acknowledge that I have explained this job description form to the above mentioned staff member.

..... / /
Supervisor's signature Date