



Department of the Legislative Council Job Description

Publication and Research Officer

Classification:	Level 5
Type of employment:	Part time, Non-sessional
Functional area:	Office of the Clerk
Date last updated:	November 2025
This position reports directly to:	Clerk
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 Office of the Clerk is to provide executive leadership and strategic management to the Department of the Legislative Council and acts as the Department's Accountability Authority

About the Role

The Publication and Research Officer is responsible for the development and provision of a range of publication and research activities required and relevant to the needs of the Office of the Clerk and the Parliamentary History and Advisory Committee.

You will have an interest in objects, events, places and practices of the past and their significance for the present and the future. You will have excellent communication skills and demonstrated experience conducting research, writing, designing, preparing, publishing and distributing various written materials. You will have exceptional attention to detail and be experienced with contemporary information technology. An understanding of the legislative process and parliamentary system in Western Australia is desirable but not essential.



INDEPENDENCE



INTEGRITY



IMPROVEMENT



RESPECT



CO-OPERATION

Primary Responsibilities

1. Design, compile and publish written materials.
2. Undertake research, analysis and writing duties.
3. Undertake administrative and other duties.

Specific Duties

1. Proactively source content for written publications.
2. Draft for approval, edit and publish engaging content, relevant to the audience.
3. Coordinate the design, layout and formatting of publications, ensuring a high standard is maintained.
4. Prepare and seek approval to print and distribute publications.
5. Research and prepare guidelines for the storage and preservation of historical artefacts.
6. Prepare high quality, proactive and well researched analysis, briefings, advice and recommendations including to the Parliamentary History Advisory Committee on matters relating to the history of Parliament and related historical documents and artefacts.
7. Engage with stakeholders and build long term relationships to assist the work of the Parliamentary History Advisory Committee.
8. Prepare correspondence as required and respond to enquiries.
9. Undertake administrative tasks for the Office of the Clerk and the Parliamentary History and Advisory Committee as required.
10. Undertake such other duties as may be assigned by the Clerk or Deputy Clerk.

Selection Criteria

Essential:

1. Appropriate and relevant tertiary qualification and/or relevant experience in a similar role.
2. Demonstrated ability to organise and present information in a comprehensive and interesting format for publishing and distribution to different audiences.
3. Excellent written communications skills, including the ability to draft and edit content for a range of different audiences and mediums.
4. Highly developed interpersonal skills including the ability to proactively establish and sustain effective stakeholder relationships.
5. Demonstrated experience in conducting research, writing and preparing reports and briefings.
6. Demonstrated strong attention to detail and accuracy in your work.
7. Ability to work effectively in a small team.
8. Understanding of, and experience with, contemporary information technology.

Desirable

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

Competencies

ANALYSIS/PROBLEM ASSESSMENT

Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data from different sources; identifying cause-effect relationships.

INITIATIVE

Making active attempts to influence events to achieve goals; self-starting rather than accepting passively; taking action to achieve goals beyond what is required; being proactive.

INTEGRITY

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

ORAL AND WRITTEN COMMUNICATION

Expressing ideas effectively in individual and group situations (including non-verbal communication and use of visual aids); adjusting language or terminology to the characteristics and needs of the audience. Expressing ideas clearly in documents that have organisation, structure, grammar, language and terminology adjusted to the characteristics and needs of the audience. Ability to research information and draft reports on that information.

PLANNING AND ORGANISING/WORK MANAGEMENT

Establishing a course of action for self through setting priorities and targets to accomplish specific goals. Effective management of time and resources.

TEAMWORK/COLLABORATION

Working effectively with team/work group or those outside formal line of authority (e.g. 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.

