



Department of the Legislative Assembly

Job description

Administrative Assistant (Committees)

Section 1 – Staff details

Staff member's name:	Unit:	Assembly Committee Office
Classification level: 3	Date last updated:	November 2020

Section 2 – Responsibilities

This position reports directly to:	Clerk Assistant (Committees)
This position's supervisor reports to:	Clerk of the Legislative Assembly
Number of staff reporting to this position:	Nil

Section 3 – Unit's purpose

To provide high quality advice, research and executive services necessary to support the effective operation of the Legislative Assembly's Committees.

Section 4 – Primary responsibilities

1. Support the members and Officers of the Legislative Assembly's Committees through the provision of administrative and front office support.
2. Provide direct assistance and support to staff and members on meeting days, including attending meetings and undertaking research assistance as required.
3. Undertake project work and research assistance, including preparation of statistics and other data in support of committees, travel proposals and associated budgets.
4. Provide administrative support to the Clerk Assistant (Committees) as required.

Section 5 – Specific duties

1. Manage correspondence and databases, including submissions and stakeholder information, document archives and electronic committee records.
2. Respond to members' questions regarding committee business, meeting schedules and travel arrangements.
3. Attend committee meetings as required and assist with preparing and distributing meeting papers and recording minutes.
4. Liaise with external building management and Parliamentary Services Department regarding maintenance and other requirements.
5. Manage office supplies and catering requirements.

6. Assist with Legislative Assembly Office operations, including chamber support.
7. Organise and coordinate committee travel, including:
 - booking airfares, accommodation, other transportation and venues;
 - preparing relevant information for staff and members prior to departure; and
 - sundry arrangements as required.
8. Arrange committee hearings, including booking and preparing meeting rooms, Hansard and audio-visual support, processing transcripts of evidence, and liaison with witnesses, the public and media as required.
9. Respond to public and witness queries regarding the operation of the Legislative Assembly's Committees, including locating and providing relevant documents and other information
10. Draft routine committee correspondence.
11. Undertake research assistance as required
12. Redact confidential documents.
13. Format committee reports and other publications for hardcopy and softcopy publication, including redactions for tabling, liaising with IT and publishers.
14. Proof read reports and papers as required.
15. Maintain the Assembly committee sections of the Parliament website, including inquiry webpages, publication of submissions and transcripts, and hearing details.
16. Support the Department's social media presence as required.
17. Record and produce statistical information relevant to the workings of the committees, LA and other departments as required and prepare for departmental reports
18. Process committee expenditure and accounts as required
19. Greet members, witnesses and visitors, ensuring relevant documentation is completed
20. Attend to visiting committees from other Parliaments
21. Prepare and distribute a meeting schedule for each sitting week
22. Collect, distribute and deliver mail
23. Other duties as directed by senior staff.

Section 6 – Selection criteria

ESSENTIAL

1. Appropriate experience in an office environment.
2. Sound administrative and organisational skills.
3. Sound written and oral communication skills.
4. Ability to work effectively within a small team.
5. Understanding of, and experience with, contemporary information technology.

DESIRABLE

1. Knowledge and understanding of the legislative process and parliamentary/political system in Western Australia.
2. Experience with electronic document and record management systems, particularly Objective.

Section 7 – Competencies

CUSTOMER SERVICE/FOCUS

Pro-actively developing relationships by making efforts to listen to and understand stakeholders (both internal and external); anticipating and providing solutions to stakeholder needs; giving high priority to stakeholder satisfaction.

TEAMWORK/COLLABORATION

Working effectively with team/work group or those outside formal line of authority (eg. peers, senior managers) to accomplish organisational goals; taking actions that respect the needs and contributions of others; contributing to and accepting the consensus; subordinating own objectives to the objectives of the organisation or team.

WORK STANDARDS

Setting high goals or standards of performance for self, others, and the organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.

TOLERANCE FOR STRESS

Maintaining stable performance under pressure and/or opposition (such as time pressure); relieving stress in a manner that is acceptable to the person, others and the organisation

ORGANISATIONAL AWARENESS

Having and using knowledge of systems, situations, procedures and culture inside the organisation to identify potential organisational problems and opportunities; perceiving the impact and the implications of decisions on other components of the organisation.

INTEGRITY

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

Section 8 – Acknowledgement

I acknowledge that my supervisor has explained this job description to me:

SIGNED: _____

DATE: _____

I have explained this job description to the employee:

SIGNED: _____

DATE: _____