



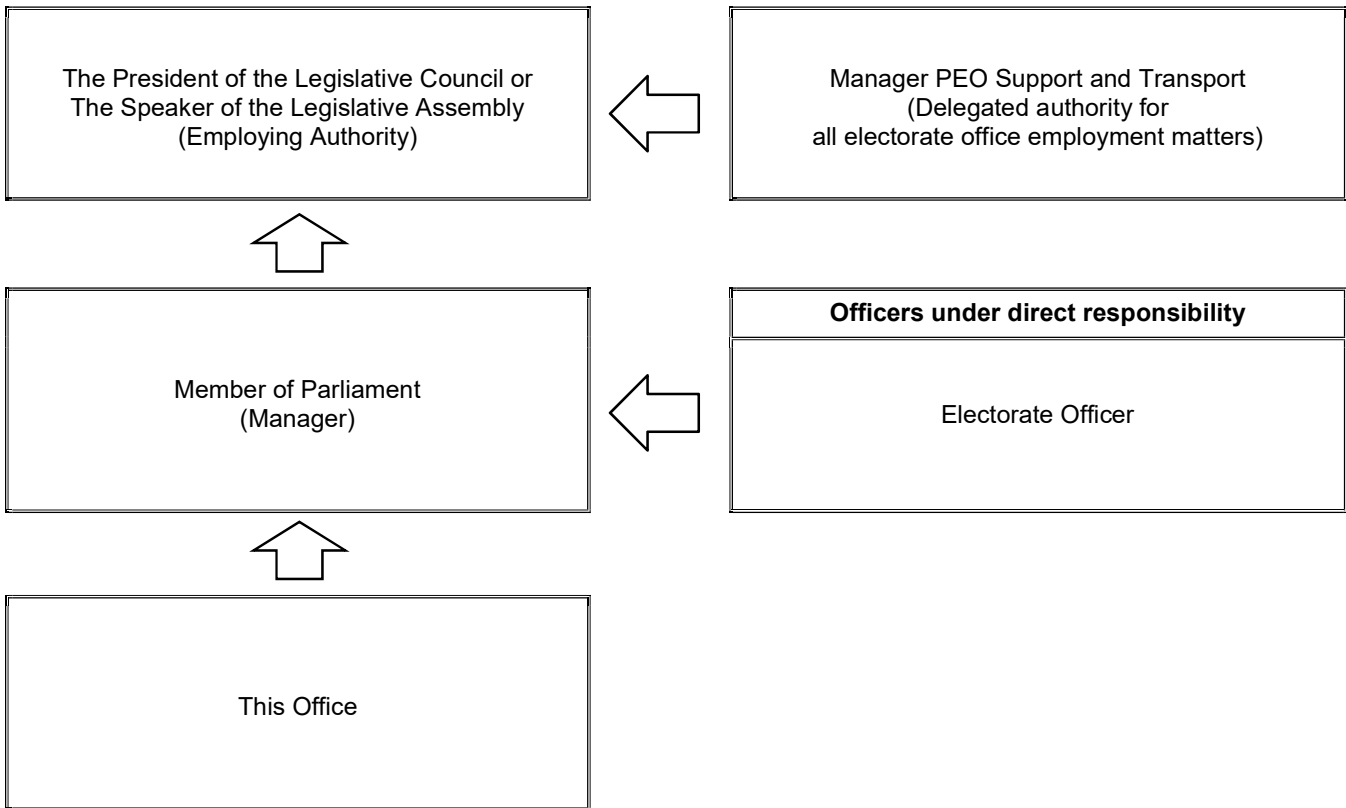
JOB DESCRIPTION FORM

SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 01/07/18

GENERIC JOB DESCRIPTION FORM FOR POSITIONS:	
ORGANISATION: Department of the Premier and Cabinet	CLASSIFICATION: ER1 to ER7
DIVISION: Parliamentary Electorate Office	TITLE: Research Officer
BRANCH:	AGREEMENT/AWARD: Electorate and Research Employees General Agreement
SECTION:	LOCATION:

SECTION 2 – REPORTING RELATIONSHIPS



SECTION 3 – KEY RESPONSIBILITIES

The Research Officer undertakes the collation, research and analysis of information to support the delivery of information as required by the Member of Parliament (Member). Other duties include assisting in administration functions relating to the operations of the electorate office as necessary.

SECTION 4 – STATEMENT OF DUTIES

Summary of Duties

Details

All work is to be carried out on behalf and for the Member of Parliament and electorate office in which the officer is engaged to support.

CONSTITUENT ENQUIRIES

Undertakes collation, research and analysis of information for a range of projects.

Ensures the accuracy and quality of information.

Proof reads and ensures readability of written documents.

Prepares briefing notes and reports on community issues with recommended options.

Liaises with Federal and State Government agencies and Parliamentary offices and forwards information and questions appropriate to the Member and/or appropriate agency.

Communicates information or research outcomes to Parliamentary offices or Government agencies as directed.

COMMUNITY LIAISON

Monitors media content for issues with electorate and State wide implications and forward appropriate information to Member for review.

MANAGEMENT OF ELECTORATE OFFICE

Assists in the general administrative functions in the electorate office as necessary.

Maintains accurate records and files.

Other electorate office duties as directed by the Member.

SECTION 5 – SELECTION CRITERIA

Essential

- Strong research and analytical skills with an ability to deliver information in a written document.
- Well-developed organisational skills including the ability to prioritise and schedule work to ensure the completion of tasks to meet deadlines.
- Good oral and written communication skills.
- Demonstrated ability to respond to rapid changes and expectations on work routines.
- Demonstrated ability to work independently and exercise initiative in dealing with difficult situations.
- Strong interpersonal skills, particularly in dealing with complex and difficult situations and matters of confidential nature.

Desirable

- Ability to understand the impact and implications of issues and problems which arise in the constituency or parliamentary processes and able to consider the feelings and needs of all parties involved.
- Knowledge of Government and Parliamentary procedures.
- Relevant tertiary qualifications.

SECTION 6 - CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

MANAGER PEO SUPPORT AND TRANSPORT

DIRECTOR GENERAL

SIGNATURE:

SIGNATURE:

DATE:

DATE:

As Manager I have reviewed the statement of duties and agree this is a current and relevant document.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB

As the Employee I have reviewed the statement of duties.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB