



Department of the Legislative Assembly

Job description

RESEARCH OFFICER

Section 1 – Staff details

Staff member's name:	Unit:	Committee Office
Classification level: Level 4/5	Date last updated:	May 2019

Section 2 – Responsibilities

This position reports directly to:	Principal Research Officer
This position's supervisor reports to:	Clerk Assistant (Committees)
Number of staff reporting to this position:	Nil

Section 3 – Unit's purpose

The Committee Office provides high quality advice, research, administrative and executive services to Parliamentary committees established or administered by the Legislative Assembly.

Section 4 – Primary responsibilities

1. Undertake research, analysis and writing duties in support of Committees.
2. Undertake administrative and other duties in support of Committees.

Section 5 – Specific duties

1. Undertake research and analysis, and prepare draft reports, briefing papers and discussion papers.
2. Analyse and summarise submissions made to Committees.
3. Identify major issues and matters requiring consideration by a Committee.
4. Identify and liaise with individuals and organisations to provide information to or appear before a Committee.
5. Assist in the preparation and communication of strategic and procedural advice to Committees.
6. Prepare Committee correspondence as required and respond to public enquiries.

7. Organise Committee travel, including draft itineraries, funding requests, accommodation and other administrative requirements as required.
8. Organise, conduct and attend conferences, workshops and seminars as required.
9. Undertake administrative tasks for Committees as required.
10. Assist other Committees, including Estimates and Legislation Committees, as required.
11. Undertake such other duties as may be assigned by a Principal Research Officer or as directed by the Clerk Assistant (Committees) and senior Assembly officers.

Section 6 – Selection criteria

Essential:

1. Appropriate and relevant tertiary qualifications
2. Excellent written and oral communication skills
3. Demonstrated experience in conducting research, writing and preparing reports
4. Ability to analyse complex policy issues and evaluate competing arguments
5. Ability to work effectively in a small team to accomplish committee goals
6. Understanding of, and experience with, contemporary information technology

Desirable:

7. knowledge and understanding of the legislative process and parliamentary/political system in Western Australia

Section 7 – 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.

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: _____