



Job Description Form



Research Officer- ER1 to ER7

20 August 2021

Division/Directorate

Parliamentary Electorate Office

Reports to

Member of Parliament

Role Overview:

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.

Role Responsibilities:

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.

Corporate Responsibilities:

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the Occupational Safety and Health Act 1984.

Role Specific Requirements and Capabilities

(The experience, qualifications and behaviours required to fulfil the role)

- 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.

Pre-Employment Requirements

To be eligible for permanent appointment to the Department, employees must be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments require a valid work visa for the duration of the entire employment contract.

Appointment is subject to:

- 100-point identification check; and
 - National Criminal Record Screening Clearance
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