



# Department of the Legislative Council

## Job Description

### Clerk Assistant (Committees)

Classification:	Level 8 – \$131,296 to \$142,609
Type of employment:	Fulltime
Functional area:	Committee Services
Date last updated:	January 2017
This position reports directly to:	Deputy Clerk
Number of staff reporting to this position:	19

### 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 Committee Office is to provide high quality and pro-active advice, research and administrative services to the parliamentary committees which are served by the Department of the Legislative Council.

### About the Role

The Clerk Assistant (Committees) ensures the efficient operation of the Committee Office by providing pro-active leadership and effective oversight of the delivery of services to the committees administered by the Department of the Legislative Council.

You will be a team player, able to work effectively under limited direction in a fast-paced environment, demonstrate a flexible and positive attitude, high integrity with a proven record of acting with discretion and maintaining confidentiality. You will also have superior communication skills and the capability to quickly acquire an understanding of this unique environment and its systems. Ministerial/parliamentary experience is desirable but not essential.



INDEPENDENCE



INTEGRITY



IMPROVEMENT



RESPECT



CO-OPERATION

## Primary Responsibilities

1. Manage the Committee Services Functional Area (CSFA) of the Department.
2. Discharge the duties of a Clerk-at-the-Table.

## Specific Duties

1. Manage and lead the CSFA (including human and financial resources), with focus on service delivery and improvement in accordance with the key strategies identified in the Department's Strategic Plan.
2. Discharge duties and responsibilities as a team member of the Executive Management Team.
3. Represent and negotiate with external parties to achieve outcomes for the CSFA.
4. Adhere to and review risk management policies and plans; maintain risk registers and related treatment action plans within the CSFA; and actively promote risk management principles.
5. Actively promote and monitor occupational safety and health for the CSFA.
6. Perform Table of the House duties, including providing immediate, concise and accurate procedural advice to the President and members in relation to business before the House, maintaining constant awareness of the progress of business before the House, and ensuring the efficient operation and accurate recording of the proceedings of the House.
7. Provide high level advice to members, parliamentary staff and external stakeholders in relation to the operations of and business before the House and its committees, including advice involving the interpretation and application of the Standing Orders; parliamentary law, practice and procedure; and administrative practices.
8. Manage, coordinate and provide advice to committees regarding committee activities, including inquiry conduct/procedures and investigative methodologies.
9. Deliver and facilitate training to members on committee procedures and practices.
10. Manage the production of all draft committee reports.
11. Manage the maintenance, development and periodic review of the procedural guides, administrative manuals and related material for the CSFA, to ensure uniformity of practices and the capturing of corporate knowledge.
12. Ensure appropriate governance of expenditure and discharge the responsibilities assigned as an incurring and certifying officer, in accordance with the *Financial Management Act 2006*.
13. Draft, review and approve parliamentary material for dissemination from and use by the CSFA, including material for members, parliamentary conferences and for inclusion in Parliamentary publications.
14. Manage the provision of I.T. infrastructure and services to the CSFA.
15. Rotate with the position of Clerk Assistant (Procedure) as required.
16. Undertake other duties as directed by the Clerk and Deputy Clerk.

## Selection Criteria

### Essential:

1. Experience working in a parliamentary environment, and knowledge and understanding of the legislative process and parliamentary/political system in Western Australia.
2. Good understanding of parliamentary law, practice and procedure.
3. Appropriate and relevant tertiary qualification.
4. Excellent written and oral communication skills, and demonstrated facilitation and negotiation skills.
5. Demonstrated management and administrative experience.
6. Ability to analyse complex policy issues and evaluate competing arguments.
7. Understanding of, and experience with, contemporary information technology.

### Desirable

1. Understanding of administrative law.
2. Understanding of the Standing Orders of the Legislative Council of Western Australia.

## Competencies

### ADAPTABILITY

Maintaining effectiveness in varying environments and with different tasks, responsibilities and people.

### 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.

### CUSTOMER SERVICE/FOCUS

Proactively developing working relationships with members by making efforts to listen to and understand them; anticipating and providing solutions to their needs; giving high priority to member satisfaction.

### INDIVIDUAL LEADERSHIP/INFLUENCING

Using appropriate interpersonal styles and methods to inspire and guide individuals (direct reports, peers and superiors) toward goal achievement; modifying behaviour to accommodate tasks, situations, and individuals involved.

## **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.

## **MEETING FACILITATION AND MEETING LEADERSHIP**

Use appropriate interpersonal styles and methods to achieve a meeting's objectives; modify behaviour and communication styles according to tasks and individuals present.

## **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 and analyse information, and draft reports based upon that information.

## **ORGANISATIONAL AWARENESS**

Having and using knowledge of Technology, 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 organisations.

## **PARLIAMENTARY AND POLITICAL AWARENESS**

Applying to tasks knowledge and understanding of parliamentary processes; relevant current affairs; the political landscape/context; and the difference between the Parliament, the Government and the Judiciary, and the importance of the 'separation of powers'.

## **PLANNING AND ORGANISING/WORK MANAGEMENT**

Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignments of personnel and appropriate allocation of resources.

## **QUALITY ORIENTATION/ATTENTION TO DETAIL**

Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.

## **TEAMWORK/COLLABORATION**

Working effectively with team/work group or those outside formal lines of authority (eg. 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.

