



Department of the Legislative Assembly

Job description

PRINCIPAL RESEARCH OFFICER

Section 1 – Staff details

Staff member's name:	Unit:	Committee Office
Classification level: Level 7	Date last updated:	June 2021

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:	1 FTE ¹

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. Act as the principal adviser and executive officer to the Committee and its Chair.
2. Direct, undertake and supervise all necessary Committee research projects.
3. Co-ordinate all Committee administrative requirements.
4. Supervise and manage the operations and staff of the Committee.

Section 5 – Specific duties

1. Direct and manage the secretariat of the allocated Committee.
2. Organise all facets of inquiries to be undertaken by the Committee, including organisation of Committee hearings and evidence taking.
3. Provide high-level strategic advice to the Chair and Committee members, in addition to advising on Committee policy, practice and procedural matters.
4. Direct, undertake and supervise high-level, general and inquiry specific research and analysis into issues arising from submissions, inquiries or the deliberations of the Committee.

¹ Based on one Research Officer – the assignment of staff to a committee secretariat depends upon workload and may vary.

5. Draft, and supervise the drafting of, reports, discussion papers, briefing notes, media releases and other documentation for the Committee.
6. Supervise and manage the operations and staff of the Committee.
7. Organise, conduct and attend conferences, workshops and seminars as required.
8. Co-ordinate the provision of professional advice by advisers and consultants to the Committee as required.
9. Prepare Committee correspondence and respond to public enquiries.
10. Prepare Committee budgets and internal reports as required.
11. Organise Committee travel, including itineraries, funding requests, accommodation and other administrative requirements.
12. Liaise with Committee members, Ministerial offices and staff, and Chief Executive and senior management levels from State and national public sector agencies/departments, overseas agencies, experts and academics, business entities and the private sector.
13. Assist other Committees, including Estimates and Legislation Committees, as required.
14. Assist the Clerk Assistant (Committees) in the administration and management of Committees as required.
15. Undertake such other duties as may be assigned by the Chair in relation to the operation of the Committee or as directed by the Clerk Assistant (Committees) and senior Assembly officers.

Section 6 – Selection criteria

ESSENTIAL

1. Appropriate and relevant tertiary qualification
2. Excellent written and oral communication skills, and demonstrated negotiation skills
3. Demonstrated high-level experience in conducting research, writing and preparing reports
4. Ability to co-ordinate, supervise, motivate and manage a multi-disciplinary team
5. Appropriate managerial and administrative experience, preferably in the conduct of investigations
6. Ability to analyse complex policy issues and evaluate competing arguments
7. Understanding of, and experience with, contemporary Information Technology

DESIRABLE

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.

COMMITTEE SERVICE/FOCUS

Proactively developing working relationships with Committee 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.

INTEGRITY

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

MEETING PREPARATION AND FACILITATION

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 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.

STAFF MANAGEMENT/SUPERVISION SKILLS

Effectively manage tasks and responsibilities through the allocation of duties; develop relationships with staff by active listening, involvement in all Committee activities, and the provision of constructive feedback on their work.

TEAMWORK/COLLABORATION

Working effectively with team/work group or those outside formal line 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.

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: _____