# Trainee Hansard Reporter

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| Classification: | Level 2.1 (Grade 1 Trainee Reporter) to Level 3.2 (Grade 3 Trainee Reporter) |
| Type of employment: | Trainee |
| Unit: | Reporting Services |
| Date last updated: | January 2022 |
| This position reports directly to: | Subeditor – Team Leader |
| This positions Supervisor is responsible to: | Hansard Manager |
| Number of staff reporting to this position: | N/A |

## About the Unit

To provide to the Parliament:

1. Reporting, editing and proofreading parliamentary services.
2. Televising and audio services.

## Primary Responsibilities

The capture and render, without favour or prejudice, of an accurate, literate and timely written record of parliamentary proceedings, committee hearings and parliamentary conferences.

## Specific Duties

**Development and Training:**

1. Work under instruction from individual editing staff and reporters and independently to enhance knowledge of —
   * editing;
   * form;
   * style;
   * grammar;
   * proofreading;
   * parliamentary procedure;
   * committee procedure;
   * digital audio technology;
   * Internet and other reference research; and
   * Hansard database
2. Work under instruction from individual editing staff and reporters and independently to become competent in computer aided transcription.
3. Develop a working knowledge of the Hansard macro-based document creation system.
4. Undertake research to access information from the Parliamentary Library, the Internet, the intranet and various other information sources to enhance knowledge of the operations of a Westminster Parliament.

**Report House Proceedings:**

1. Make a contribution to the turn list commensurate with skill and competency, under the supervision of a subeditor, and to develop those skills listed above to gradually make a larger contribution to the turn list without the supervision of a subeditor, with the aim of providing a timely and completed report in accordance with strict deadlines.
2. Under supervision, accurately report the proceedings of Parliament to enable the production of a contemporary and historical public record accessible to all user groups.
3. Edit turn to comply with Hansard style with judicious amendment of grammar and syntax according to unit editing guidelines and definitions within Erskine May’s Parliamentary Practice.
4. Maintain an understanding of legislation and debates before the Parliament by reading the notice paper and second reading speeches and by researching bills and acts to ensure references and amendments proposed are rendered accurately.
5. Under supervision, interpret and apply knowledge of parliamentary procedure (form), legislative process and standing orders to ensure accuracy of report.
6. Ensure accuracy of figures and research names, departments, act titles, reports etc, including consistency with votes and minutes of proceedings.
7. Under supervision, liaise with members and their support staff, government departments, community organisations, chamber staff and others to ensure the report’s accuracy and consistency.
8. Review subeditorial changes to turns, proofread all text and check form against votes and proceedings for publication of weekly Hansard.

**Other Duties:**

1. Under direction, report select and standing committee proceedings, ministerial and other conferences, video link-ups and other forums.
2. Monitor select and standing committee hearings held in Parliament buildings.
3. Under direction, transcribe monitored committee turns.
4. Become familiar with duty rosters and specific preparatory duties.
5. Assist in editing and collation of Hansard Indexes.
6. Other duties as directed.

## Selection Criteria

#### Essential

1. Excellent knowledge of English grammar and syntax and language usage; and well-developed comprehension skills.
2. Good knowledge of general and current affairs, and the ability to acquire an advanced understanding of Western Australian and Australian politics.
3. Excellent computer literacy, including an advanced knowledge of word processing software, preferably Microsoft Word.
4. Well-developed interpersonal and communication skills.
5. Demonstrated ability to work in a large team with minimal supervision.
6. Demonstrated ability to work in a high-pressure environment for sustained periods, and to meet strict deadlines.
7. Ability to follow established procedures and guidelines.

#### Desirable

1. A relevant tertiary qualification.
2. Experience in transcription or publishing.
3. experience with speech-to-text technology.
4. Typing speed of 80 words a minute.

## Competencies

#### WRITTEN COMMUNICATION

##### Expressing ideas clearly in documents that have organisation, structure, grammar, language and terminology adjusted to the characteristics and needs of the audience.

#### PRACTICAL LEARNING

##### Assimilating and applying, in a timely manner, new job-related information that may vary in complexity.

#### TEAMWORK/COLLABORATION

##### Working effectively with team/work group or those outside formal line of authority (eg. peers, senior managers) to accomplish organisational goals; taking actions that respect the needs and contributions of others; contributing to and accepting the consensus; subordinating own objectives to the objectives of the organisation or team.

#### 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.

#### WORK STANDARDS

##### Setting high goals or standards of performance for self, direct reports, others and the organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.

#### TOLERANCE FOR STRESS

##### Maintaining stable performance under pressure and/or opposition (such as time pressure or job ambiguity); relieving stress in a manner that is acceptable to the person, others and the organisation.

#### ADAPTABILITY

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

#### INTEGRITY

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

## Unit Organisational Structure

## Parliamentary Service Department Values

Parliamentary Service Department staff are expected to embrace the following four values, which underpin positive culture and behaviours.

**Professional** – Showing respect and professionalism in all aspects of work.

**Accountable** – Being honest and trustworthy in performance of our public duties.

**Transparent** – Maintaining fairness and consistency.

**Helpful** – Cooperation among teams and with others while always showing encouragement.

## Further Information

* Provision of a National Police Clearance not more than twelve months old will be required prior to commencement in this position.
* Applicants must be an Australian citizen or permanent resident.
* Applicants may be required to undertake skills or psychometric testing.

## Acknowledgement

I acknowledge that my supervisor has explained this job description to me:

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Employee Name Employee Signature

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Supervisor’s Name Supervisor’s Signature