



INVESTOR IN PEOPLE

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DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

The Department provides the administrative support for the efficient operation of the House of Representatives, its committees and certain joint committees and a range of services and facilities for Members in Parliament House.

The Department is seeking applications from suitably qualified persons for promotion, ongoing or non-ongoing engagement to the following vacancy:

Research Officer Parliamentary Service Level 4 Committees (\$58,203-\$62,971)

The department is looking for a person with proven administrative and organisational skills to provide analytical, research and drafting support to committee inquiries. The successful person will also provide administrative assistance to a committee and prepare correspondence and less complex material for briefing papers and reports.

For further information about the above vacancy, please contact Justin Baker, on (02) 6277 4578.

It is in the interest of applicants to obtain the selection criteria and to frame applications accordingly. Selection documentation and application cover sheet are available here or by telephoning (02) 6277 4526 (24 hour answering machine). Conditions of service and salary are in accordance with the Department's Certified Agreement (see above internet address).

Applications can be forwarded by:

Facsimile: (02) 6277 8464
Email: hrm.reps@aph.gov.au
Mail: Recruitment
Department of the House of Representatives
PO Box 6021
Parliament House
Canberra ACT 2600

by close of business 11 March 2010.

The Department of the House of Representatives is an Investor in People organisation and it upholds the principles and practices of Workplace Diversity.

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Duty Statement

Classification : Parliamentary Service Level 4

Program : Committee Support

Security Assessment : Not assessed

Duties

1. Provide research, analytical and drafting support to a committee inquiry.
2. Prepare correspondence and less complex material for briefing papers and reports.
3. Provide administrative assistance to a committee.
4. As required, make arrangements for committee meetings, public hearings and inspections and provide assistance at meetings.

NOTE: The employee assigned these duties may be required to rotate to other areas of the Department.

Duty representing highest function : EQUAL

Immediate supervisor : EXECUTIVE BAND 2

Approved:

Clerk Assistant (Committees)

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Selection Criteria

PARLIAMENTARY SERVICE LEVEL 4

COMMITTEE OFFICE

1. Demonstrated communication and interpersonal skills.
2. Proven research, analytical and writing skills.
3. Demonstrated ability to work effectively in a small team environment.
4. Proven administrative and organisational skills.
5. Knowledge of parliamentary practice and procedure relating to the operation of parliamentary committees, or the ability to acquire such knowledge quickly.
6. Tertiary qualifications or proven relevant skills gained through experience.

Approved:

Clerk Assistant (Committees)