



LEGISLATIVE COUNCIL POSITION DESCRIPTION

POSITION DETAILS			
Department:	Legislative Council	Position Title:	Secretary/Research Assistant
Business Unit:	N/A	Grade:	Secretary /Research Assistant Years 1-4
Position No.:	SAP	Reports to:	Member of the Legislative Council
Location:	Parliament House	Positions reporting to this position:	Nil

Primary Purpose of the Position

Provide research and administrative support services to a member of the Legislative Council that assist the member to carry out their parliamentary duties.

Key Context

The Parliamentary Remuneration Tribunal determines the allocation of staff to Members of the Legislative Council. Members will be entitled to either one or two staff members, depending on their party and position. The Secretary/Research Assistant will be located in the Member's Office at Parliament House and will work with a large degree of independence as the member may often be absent during parliamentary sittings and when attending to other related commitments.

Key Outcomes/Accountabilities

- Prepare correspondence, including letters, newsletters, press releases, speeches, research papers, drafting instructions, reports and minutes
- Provide a reception service and respond and direct inquiries from constituents, members, media and other internal and external sources
- Undertake office administration including establishment of office systems, organisation of mail, filing and records management
- Manage the procurement of stationery supplies and organise maintenance and replacement office equipment.
- Coordinate the member's diary, organise appointments, assist the member to prepare for meetings, and arrange travel and accommodation.
- Manage the member's personal and Parliamentary records, allowances and other entitlements.
- Respond to research and information requests and provide both written and oral advice to the member.
- Undertake word processing and provide other information technology support to the member, including production of labels and mail merge documents.

Key Challenges and Influences

- Planning and prioritising high volumes of work with conflicting and critical deadlines, particularly on sitting days.
- Attending to inquiries from ministers, members, government departments and members of the public

while displaying tact, discretion and diplomacy.

- Responding quickly to requests from the member for information.

Knowledge, skills and experience – selection criteria

- Excellent oral and written communication skills including well developed interpersonal abilities
- Experience in dealing with a variety of people in circumstances requiring tact, discretion and diplomacy.
- Proven analytical skills and sound experience in undertaking research and presenting concise and sound information and briefings.
- Sound office administration skills and experience in using information technology to undertake duties.
- Demonstrated initiative and proven capacity to work unsupervised, prioritise work and meet strict deadlines.
- Understanding of parliamentary functions, including the passage of legislation and workings of Government.

CERTIFICATION

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Clerk of the Parliaments	Date: