



POSITION DESCRIPTION

Senior Council Officer

Classification	Clerk Grade 7/8
Reports to	Director, 11/12 or Clerk of the Parliaments
Direct reports	Nil

About the position

The Senior Council Officer provides research and high level procedural and administration services to facilitate the orderly and efficient operation of the Department of the Legislative Council. The Senior Council Officer liaises with the department's key stakeholders and responds to enquiries and provides information, seeking guidance from more senior staff on complex matters.

Core requirements

1. **Proficient** project management skills including the ability to work independently and balance competing priorities, while meeting strict deadlines in a high pressure, high volume environment.
2. **Proficient** writing and editing skills including the ability to present complex information clearly and accurately, in a balanced and persuasive way.
3. **Proficient** ability to work well in a team and contribute to group objectives.
4. **Proficient** communication skills including the ability to liaise with a wide range of stakeholders, respond professionally to complex enquiries and deliver presentations and training.
5. **Proficient** judgement, integrity and impartiality to make good decisions in a political environment while maintaining confidentiality.
6. **Competent** research and policy development skills including the ability to comprehend complex issues and analyse information from multiple sources.
7. **Competent** understanding of parliamentary and government processes, for example knowledge of parliamentary procedure, law and protocol.

Refer to the Legislative Council competency scale at the end of the document for more information.

Duties

Senior Council Officers may work in one of three sections: the Office of the Clerk, Procedure or Committee Offices. The Department of the Legislative Council is a flexible workplace that is committed to supporting the rotation of staff between sections. This is in order to promote career development and increase the knowledge and skills of staff. The department will accommodate requests for rotation wherever possible. However rotation is subject to business needs.

The key duties of the various Senior Council Officer positions are outlined below. Senior Council Officers also undertake other duties as required.

Office of the Clerk

- Provide executive support to the Clerk of the Parliaments and Deputy Clerk.
- Provide support to the Office of the President and maintain relationships with other key stakeholders including the Office of the Governor, past and present members and other parliamentary departments.
- Prepare procedural material including the President's Program.
- Develop and maintain systems to ensure the effective functioning of the office and flow of information through the department and Parliament, including records management.
- Assist in the organisation of protocol and ceremonial events and programs for visiting delegations.
- Support the Clerk as Honorary Secretary/Treasurer of the NSW Branch of the Commonwealth Parliamentary Association by arranging study tours, attendance at conferences and travel itineraries together with the maintenance of CPA records.
- Liaise with and respond to complex enquiries from members and their staff and members of the public.

Note: This position is sessional and is required to work when the House is sitting.

Procedure Office (multiple positions)

- Prepare procedural material including House business papers and post on social media about the sittings of the House.
- Monitor and facilitate the passage of legislation including analysing and administering bills, amendments and assents.
- Coordinate training and presentations and prepare material including audio/visual content.
- Oversee and improve procedure administration systems.
- Perform duties as a Clerk at the Table as required.
- Liaise with and respond to complex enquiries from members and their staff and members of the public.

Note: This position is sessional and is required to work when the House is sitting.

Committee Office (multiple positions)

- Support committee inquiries including organising hearings, briefings and committee travel, and inviting and briefing witnesses under guidance.
- Assist with research and analysis to prepare committee reports including contributing to recommendations on complex policy matters.
- Prepare written material including agendas and minutes, briefing notes, discussion papers, social media posts, correspondence and media releases.
- Liaise with and respond to complex enquiries from members and their staff, inquiry participants and members of the public.

Note: This position is required to work additional hours when travelling with committees.

Committee/Digital Engagement Officer

- Coordinate and plan the use of social media in the department including chairing social media project team meetings.
- Assist teams in the department to prepare social media content and manage community engagement projects, including for committee inquiries.

- Prepare content for social media posts including audio/visual content and train staff on how to write effective social media posts.
- Monitor the department's social media accounts and respond to comments from the public where appropriate.
- Assist Committee and Procedure Offices to support committee inquiries and the sittings of the House.

Note: This position is not sessional but may be required to work additional hours when travelling with committees or when the House is sitting.

Legislative Council competency scale

The Legislative Council competency scale serves as a guide to understanding the knowledge or skill level expected to meet the core requirements. The competency level is the minimum acceptable standard to meet the core requirement.

1	Foundational	You have the fundamental knowledge and skills to work in the parliamentary context and display a willingness and capacity to learn and develop. You work under direction from more senior staff.
2	Competent	You have the knowledge and skills to successfully complete routine tasks and display initiative in performing these tasks. You work largely under guidance from more senior staff.
3	Proficient	You have the knowledge and skills to successfully complete routine and more complex tasks. You display initiative and work independently when completing routine tasks. You will require guidance from time to time, when performing more complex tasks.
4	Advanced	You have the knowledge and skills to perform high level tasks with minimal guidance. You work well independently and display high levels of initiative. You provide advice to key stakeholders and guidance to staff.
5	Expert	You have the in-depth knowledge and skills to provide authoritative high level advice to key stakeholders and high level guidance to staff. You are self-directed and drive strategic projects and initiatives.

