



## POSITION DESCRIPTION

### Administration Officer

<b>Classification</b>	Clerk Grade 3/4
<b>Reports to</b>	Director, 11/12
<b>Direct reports</b>	Nil

### About the position

The Administration Officer provides administrative and support services to assist the orderly and efficient operation of the Department of the Legislative Council.

### Core requirements

1. **Competent** organisation skills including the ability to balance competing priorities, while maintaining attention to detail in a high pressure, high volume environment.
2. **Competent** administration skills including the use of information technology, systems management, record management, and social media.
3. **Competent** communication skills including the ability to work with a wide range of stakeholders, respond professionally to enquiries and deliver presentations to sc diverse stakeholders.
4. **Competent** ability to work well in a team and contribute to group objectives.
5. **Competent** judgement, integrity and impartiality to make good decisions in a political environment while maintaining confidentiality.
6. **Foundational** writing and editing skills including the ability to present information clearly.
7. **Foundational** 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

Administration Officers may work in one of three sections: the Procedure Office, Bicentenary and Corporate Office (Black Rod), or the Committee Office. 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 Administration Officer positions are outlined below. Administration Officers also undertake other duties as required.

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### **Procedure Office**

- Track and process questions and answers, assist in the preparation of the Question and Answer paper, and maintain associated statistics.
- Assist in the maintenance of parliamentary records and databases.
- Manage the receipt and storage of records, including corporate records.
- Support the organization and administration of tabled papers.
- Assist with organising training and presentations including audio/visual content.
- Provide administration support including maintaining office supplies and financial accounts.
- Respond to general enquiries, including from members of the public and members and their staff.
- Promote and contribute to a safe and respectful workplace culture by treating all staff with respect and utilising appropriate measures to respond to any incidents of harmful behaviour in accordance with the Parliament's incident management framework.

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

### **Bicentenary and Corporate Office (Black Rod)**

- Provide administration support to the Black Rod team, including in relation to events, visiting delegations, and corporate material such as the annual report and preparation for Budget Estimates.
- Complete routine financial transactions including purchasing and account reconciliation, ensuring compliance with departmental standards and procedures.
- Update and maintain records and databases, complying with administrative systems and processes, to ensure that all information is accurate, stored correctly and accessible.
- Assist with the collection and publication of statistics.
- Liaise professionally with other teams, the Office of the President and external stakeholders to support the efficient delivery of corporate projects.
- Respond to general enquiries, including from members of the public and members and their staff.
- Promote and contribute to a safe and respectful workplace culture by treating all staff with respect and utilising appropriate measures to respond to any incidents of harmful behaviour in accordance with the Parliament's incident management framework.

Note: This position is required to work additional hours when assisting the team to deliver events.

### **Bicentenary and Corporate Office (Black Rod) – Chamber Support**

- Provide support services in the Chamber on sitting days, including preparing the Chamber for meeting of the House.
- Act as a first point of contact and provide professional and informative reception services for visitors including managing security passes.
- Deliver presentations and conduct role plays for a diverse range of groups, including primary and secondary school groups.
- Set up rooms for meetings and committee hearings including coordinating with the audio-visual team.
- Respond to general enquiries including from members of the public and members and their staff, for example whilst performing front of house duties.
- Provide support services to members and their staff including delivery of mail, stationery and messages.

- Promote and contribute to a safe and respectful workplace culture by treating all staff with respect and utilising appropriate measures to respond to any incidents of harmful behaviour in accordance with the Parliament's incident management framework.

Note: This position is required to work additional hours when the House is sitting.

### Committee Office

- Organise and support committee hearings and meetings, set up hearing rooms and arrange travel.
- Process submissions and other documents.
- Prepare material including compiling meeting papers and formatting committee reports.
- Manage registration and storage of committee records including confidential material.
- Respond to general enquiries including from members of the public, inquiry participants and members and their staff.
- Provide administration support including financial accounts.
- Preparing public and confidential documents in preparation of tabling a committee report.
- Drafting official correspondence between committee members and stakeholders.
- Promote and contribute to a safe and respectful workplace culture by treating all staff with respect and utilising appropriate measures to respond to any incidents of harmful behaviour in accordance with the Parliament's incident management framework.

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

### 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	<b>Foundational</b>	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	<b>Competent</b>	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	<b>Proficient</b>	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	<b>Advanced</b>	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	<b>Expert</b>	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.



DEPARTMENT OF THE LEGISLATIVE COUNCIL **VALUES**

