 **Position Description**

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| **Position Title** | **Executive Manager** |
| **Classification** | Clerk 9/10 (TBD) |
| **Business Unit** | Office of the Clerk |
| **Reports to** | Clerk of the Legislative Assembly |
| **Rotates with** | Manager, House and Procedure |
| Manager Committees, Scrutiny and Engagement |
| Manager, Office of the Clerk |
| **Date:** | 3 September 2020 |

**Context and Purpose**

The Department of the Legislative Assembly supports the Legislative Assembly, Members and Committees to fulfil their parliamentary duties, both within Parliament and within their electorates. Permanent officers of the House provide procedural and other advice to Members.

Office of the Clerk Function

The Office of the Clerk performs two primary functions:

1. Enabling the Clerk of the Legislative Assembly to discharge their duties and responsibilities as a permanent Officer of the House, commissioned by the Governor of New South Wales, and other statutory obligations. This includes non-delegable responsibilities such as parliamentary privilege and ethics, and standing orders, practice and precedents.
2. Delivering on Governance and Corporate accountabilities of the Department, including planning, performance reporting, intra and inter departmental groups and projects, fiscal management, policy development, records management, and inter-parliamentary relations including administration of the Commonwealth Parliamentary Association (NSW Branch).

Manager, Legislative Assembly Position Purpose

Managers within the Department of the Legislative Assembly manage projects, committee inquiries, and Departmental administrative processes functions. They apply high level technical knowledge and skills to achieve the strategic, operational and business needs of the Legislative Assembly.

The Manager builds and maintains relationships with the Department’s key stakeholders, responds to and resolves complex enquiries, and provides timely advice on parliamentary procedure, law and protocol in collaboration with more senior staff.

Manager Placement

Managers may work in one of three units within the Legislative Assembly, House and Procedure, Scrutiny and Engagement, or within the Office of the Clerk. The Department of the Legislative Assembly is an adaptable workplace committed to supporting the rotation of staff between units. This is in order to optimise resource allocation to meet business needs and to develop staff competencies and promote career development, in accordance with the Department’s Staff Rotation Policy.

The Department will accommodate requests for rotation wherever possible. However, rotation is subject to business needs.

**Executive Manager, Office of the Clerk Position Purpose**

The primary purpose of the Executive Manager position is to provide high-level executive support to the Clerk of the Legislative Assembly to assist the Clerk in meeting their responsibilities as an Officer of the House, commissioned by the Governor of New South Wales. The Executive Manager is also responsible for supporting the Clerk in exercising the function of Head of the Department.

The position has a strong customer service focus and is integral to supporting the Clerk in liaison and relationship management with the Speaker, Members, Ministers, and other internal and external contacts.

**Key Accountabilities**

* Provide executive secretarial support and operational advice to the Clerk of the Legislative Assembly, including assessing and balancing the Clerk’s commitments; negotiating appointments and priorities with key stakeholders; and ensuring the Clerk is appropriately briefed and prepared for meeting participation.
* As issues arise, including media inquiries, readily assess the sensitivity, importance and impact; determine the most appropriate course of action; and advise the Clerk or accountable party accordingly.
* Undertake research projects and prepare written material including briefing notes, correspondence, statements and other documentation to assist the functioning of the Office of the Clerk.
* Maintain effective relationships with the Office of the Speaker, Members, Ministers and other key stakeholders, including representatives of government agencies, statutory offices, oversight bodies and other relevant groups to exchange information and facilitate their business with the Clerk and the Legislative Assembly.
* Collaborate with colleagues in the Legislative Council and Department of Parliamentary Services to ensure effective communication and relationships between the Office of the Clerk of the Parliaments, Office of the Clerk of the Legislative Assembly and Office of the Chief Executive Department of Parliamentary Services.
* Track employee-related expenses budget, including collation of personnel data for preparation of budget forecasts, variance analysis, and reports for the Clerk and Legislative Assembly.
* Oversee administration of the Members’ pecuniary interest regime, supporting the Clerk in meeting their compliance and reporting obligations by managing the “Register of Disclosures by Members of the Legislative Assembly” in accordance with the *Constitution (Disclosures by Members) Regulation 1983*.
* Support the Clerk in execution of statutory obligations such as election processes and the Register of Pecuniary Interests.
* Manage the delivery of meeting papers, briefing notes, minutes and other relevant material for the Clerk, including initiating and preparing papers for quarterly meetings of the Parliament Executive Group and Senior Management Group.
* Liaise with the Deputy-Clerk to compile Departmental reports for presentation to the Speaker by the Clerk, ensuring the LA reporting requirements are adhered to in accordance with the Assembly’s Governance framework.
* Table documents on behalf of the Clerk and maintain accurate, comprehensive and timely records of all correspondence and papers navigated through the Clerk of the Legislative Assembly, ensuring maintenance of confidentiality, and efficient access and retrieval.
* Oversight management of the Commonwealth Parliamentary Association (NSW Branch), supporting the Clerk in their role as Honorary Secretary/Treasurer of the NSW Branch. This includes ensuring accurate administration of monies and membership records, preparing high-level briefing notes for the Joint Presidents and other correspondence, and support for Branch representation at CPA events hosted both domestically and internationally.
* Contribute to the public’s awareness and understanding of the Legislative Assembly by responding to inquiries, disseminating information and ensuring publicly available documentation is up to date, including communication and engagement approaches in line with departmental and parliamentary strategies

**Challenges**

* Meeting competing demands and priorities to deliver on key accountabilities.
* Anticipating the needs of the Clerk of the Legislative Assembly, understanding the niche nature of the role, its responsibilities and interaction with stakeholders in a dynamic and sensitive political environment.
* Managing competing deadlines to deliver on project outcomes and ongoing work requirements.
* Working collaboratively to deliver on operational needs, especially during sitting periods and other periods of high workload.
* Anticipating the business of the House and its committees and prioritising workload accordingly.
* Providing quality advice promptly while under pressure in a highly political and complex environment.
* Managing relationships with diverse and senior stakeholders, both internal and external to the Parliament.

**Role Dimensions**

Decision-Making

The Executive Manager, Office of the Clerk works directly to the Clerk of the Legislative Assembly to assist in meeting their responsibilities as an Officer of the House, commissioned by the Governor of New South Wales.

The position holder works independently and is expected to make decisions that are demonstrative of sound judgement and significant experience in providing support to a senior executive officeholder. The position holder is accountable for determining the most appropriate outcome. However, for political or sensitive issues and issues affecting the Clerk or the Assembly more broadly, consultation with the Clerk is required.

Reporting Line

The position reports to Clerk of the Legislative Assembly.

Direct Reports

The role has two direct reports:

2 x Grade 1/2 Member Support Officers

Delegated Authority

The role has a delegation of up to: $5,000

**Key Knowledge and Experience**

Essential Requirements

1. Tertiary qualifications in a relevant discipline
2. Australian citizenship or permanent residency.

Knowledge and Experience

1. Strong understanding of the role and function of the Legislative Assembly and the Parliament, the Judiciary and Executive, the role and functions of the Clerk of the Legislative Assembly, and the relationship between the Clerk and various stakeholders.
2. Highly developed interpersonal, communication and consultation skills demonstrated in regularly engaging with senior executives and stakeholders.
3. Demonstrated ability to apply sound judgement, integrity and tact; maintain the strictest confidentiality; and appreciation of the political implications of matters.
4. Strong organisational skills necessary to determine priorities, and manage complex issues and heavy workloads.
5. Ability to anticipate issues, solve problems and manage risks in a highly sensitive, political work environment.
6. Demonstrated sound writing ability to produce reports, briefing documents and correspondence.