



Position Description

Position Title	Committee Research Officer
Classification	Clerk 7/8
Business Unit	Committees
Reports to	Director Committees
Direct Reports	N/ A
Rotates with	Parliamentary Officer, Table
	Procedural Research Officer and Deputy Serjeant-At-Arms
Date	July 2020

Purpose and Context of Position:

Provide research and analysis on complex issues and prepare reports and other materials to assist committees to meet their objectives within time frames. Research and prepare documentation on procedural matters to support the orderly and efficient conduct of committee proceedings.

Key Job Duties

Undertake research projects and prepare written material including briefing notes, discussion papers, minutes, correspondence, media releases and documentation for inclusion in committee reports to assist in the conduct of committee inquiries within the terms of reference.

Research and prepare draft questions for the Chair and committee members to facilitate the examination of witnesses at hearings.

Provide advice to members on committee practice and procedure to ensure the committee operates according to standing orders, the terms of reference and any relevant authority, as required.

Assist the Committee Manager to ensure the effective functioning of committees and inquiries, organise public and private hearings, briefings and committee travel.

Maintain relationships with stakeholders including representatives of government agencies, statutory offices, oversight bodies and other relevant groups by preparing correspondence and other documentation.

Contribute to public awareness and understanding of the committee system and specific inquiry by responding to enquiries, disseminating information and ensuring publicly available documentation is up to date.

Key Knowledge, Skills and Experience (Competencies)

1. Thorough knowledge of the role and function of the Legislative Assembly and the Parliament and the role and functions of government.
2. Very good knowledge of the parliamentary procedure and practice of the Legislative Assembly, especially in relation to committees, and familiarity with the relevant legislation.
3. Interpersonal and communication skills to interact with people in a variety of positions and effectively communicate complex information and provide accurate advice to people from various backgrounds, including Ministers, members, their staff and others.
4. Very good research, analysis, and policy development skills and capacity to comprehend complex policy issues and distil information from a variety of sources.
5. Good writing skills and demonstrated experience writing a variety of documents to a high standard including reports, briefing documents, and correspondence.
6. Experience in administration and project work including working in small teams, the ability to manage multiple issues, balance competing priorities, and meet deadlines.
7. Ability to train, instruct and oversight the work of staff where necessary.
8. Ability to provide impartial advice and maintain high standards of integrity, professionalism, tact, sound judgment, and appreciation for the political implications of matters.
9. Skill in information management and basic office software usage to create and manage documents, presentations, spreadsheets, and other related applications.
10. Tertiary qualifications or demonstrated relevant experience to demonstrate the possession of analytical, research, and writing skills.