# Role Description
# Sub Editor (Hansard)

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| **Cluster** | NSW Parliament |
| **Agency** | Department of Parliamentary Services |
| **Division/Branch/Unit** | Parliament Services/Hansard, Library & Research |
| **Role number** | Multiple |
| **Classification/Grade/Band** | Parliamentary Reporting (Hansard) |
| **ANZSCO Code** | TBA |
| **PCAT Code** | TBA |
| **Date of Approval** | June 2021 |
| **Agency Website** | www.parliament.nsw.gov.au |

## Agency overview

Administratively, the Parliament comprises three main Departments: the Department of Parliamentary Services (DPS); Department of the Legislative Council (LC); and the Department of the Legislative Assembly (LA). The Chief Executive is the head of the Department of Parliamentary Services, the Clerk of the Legislative Council and Clerk of the Legislative Assembly are the heads of their respective House Departments. These House Departments are responsible for providing procedural advice to the Council and Assembly, and their respective members, on parliamentary proceedings in each House and their Committees, undertaking protocol functions, providing corporate and executive support, House specific administrative/research services and generating content/engagement strategies relating to the activities of the House and its committees.

DPS is responsible for providing corporate and other common services across the Parliament as a whole. It comprises the following Divisions: Parliament Services and Corporate Services, and two project Branches, Digital Transformation and Capital Works Strategy & Delivery.

The Parliament Services Division comprises administrative and support services specific to the institution of Parliament. This includes the Hansard, Library and Research Branch, the Communications, Engagement and Education branch and the Parliamentary Catering Unit.

The Corporate Services Division comprises of the corporate functions that provide services to all staff and Members across Parliament House. This includes: the Financial Services & Governance Branch; People, Property & Security Branch; IT Services Unit; and the Planning, Insights & Performance Unit.

The Parliament's ultimate governance body includes the Presiding Officers and the Chief Executive, DPS and the Clerks of the Legislative Council and Legislative Assembly, supported by a contemporary governance framework.

## Primary purpose of the role

To edit and prepare for publication rational verbatim reports of the proceedings of the Houses of Parliament and their committees, to facilitate the production of a contemporary and historical public record; to line manage a small team of Parliamentary Reporters; and to undertake procedural, training and administrative functions on behalf of the Editor of Debates.

## Key accountabilities

- Read and edit Reporters' turns for sense, accuracy, consistency and house style, ensuring that procedural decisions are accurately noted and that quotations and references to names/organisations have been properly checked to produce an accurate report of acceptable literary quality.
- Produce a comprehensive overview of House proceedings while in the Chamber – a real-time checklist or "log" – including but not limited to when a Reporter's turn starts, the order of speaker, interjections, bills, motions, parliamentary procedure and form to assist the Reporters transcribe their turns accurately.
- Provide Reporters with guidance on style, form, procedure, editing and general reporting advice as necessary.
- Publish the Hansard record in accordance with strict deadlines.
- Supervise, roster and coordinate committee coverage and transcript production and delivery.
- Proofread Hansard publications to ensure their literary and grammatical acceptance, ensure the accuracy of Hansard forms and procedure, and ensure that the style guide has been followed
- Assist with the approval of proofreaders' corrections.
- Contribute to the evolution of the Hansard function, through researching, trialling and implementing new techniques and systems for the production of both written and audio-visual records of the proceedings of the Legislative Assembly and Legislative Council.
- Demonstrate leadership in the uptake and application of approved new technologies.
- Line-manage and lead a team of Reporters, including monitoring and assessing competency, and providing ongoing performance feedback, guidance and support.
- Conduct annual professional development reviews of team members.
- Assist with the recruitment, assessment and selection of new staff.
- In rotation with other subeditors:
    - Prepare and update rolling House and committee rosters of Subeditors and Reporters.
    - Prepare petitions, including headings, for insertion in Hansard. Maintain a master file of petitions lodged
    - Check, rewrite and transfer electronically all headings to the daily proof. Maintain and manage master file of headings for each House.
- Assist with the in-house training and development of Reporters in procedural and other aspects of Hansard production.
- On occasion, check the Legislative Council or Legislative Assembly forms against the *Minutes/Votes and Proceedings* to ensure that Hansard has rendered parliamentary procedure correctly, especially with respect to legislation, motions, amendments, divisions etc.
- In collaboration with other senior staff, actively participate in committees for the review and ongoing development of publication procedures, reference materials and standards – ie, the Gleaning Committee and the Forms Committee.
- In extenuating circumstances, attend committee hearings and produce a comprehensive overview of proceedings—a real-time checklist, or "log", of the order of speakers, reference documents quoted, interruptions, etc—to the office's prescribed format, to enable Reporters to transcribe the hearing accurately.

- Model Department of Parliamentary Services values of excellence, innovation, collaboration, integrity and service and comply with the Code of Conduct for Parliamentary Staff
- Perform other duties as required by the Editor of Debates.

## Key challenges

- Working extended and uncertain hours of duty associated with the sittings of the Houses of Parliament and their committees. Leave is restricted during parliamentary sittings.
- Editing the copy of reporters' work in a timely manner to ensure a high level of accuracy is maintained and deadlines are met.
- Understanding and expressing other people's ideas clearly in documents that have organisation, structure, grammar, language and terminology adjusted to the characteristics and needs of the audience.
- Maintaining stable performance under pressure and/or opposition (occasional disruptions and noise due to the nature of the operation of the chambers and committees, time pressure, uncertain hours of work); managing stress in a manner that is appropriate to work colleagues, clients and the organisation.
- Managing the impact on timely production of Hansard when there are delays in obtaining source documents from which Members have quoted material or do not submit suggested corrections in accordance with production timetables.
- Undertaking quality control measures to facilitate the efficient, timely and accurate production of Hansard publications
- Assisting in the evaluation and implementation of new technology. Ability to respond positively to change and evolving circumstances, and to support and champion change, especially technological change.
- New technology is becoming available that has great potential to improve the efficiency and effectiveness of the Hansard function. As well as advanced transcript generation options, the future of Hansard is likely to involve enhanced audiovisual records that link to the written transcript in innovative ways. Position holders will be expected to contribute to the evolution of Hansard and to develop their own capabilities in line with these advances. They will also be expected to demonstrate leadership in the uptake of such technology.
- Creating, maintaining and enhancing a wide range of effective working relationships, both internal and external, including with the Editor of Debates, members of Parliament, secretariat staff to parliamentary committees, and managers and staff from the House Departments; working effectively with team/work group to accomplish organisational goals

## Key relationships

| Who | Why |
| --- | --- |
| **Internal** | |
| Relevant Reporting Line Manager | - Key relationship manager, report to, receive advice and guidance, clarify instructions and report on progress against work plans as required<br>- Provide support to achieve operational priorities, exchange information and contribute to decision making<br>- Escalate discuss issues and propose solutions |

| Who | Why |
|---|---|
| Work Team | • Provide guidance and assistance to reporters to ensure the timely and accurate reporting of parliamentary proceedings, and that instructions from the editorial staff are passed on and followed<br>• Subeditor's line manage a small team of Reporters.<br>• Conduct annual professional development reviews of team members<br>• Collaborate to continually improve knowledge, build capability, and improve consistency and service quality |
| Senior Executive and counterparts | • Provide tactical advice to respond and deliver against emerging business priorities and wider initiatives |
| Members of Parliament / House Department Clerks and Executives | • Consult and liaise with to develop and implement initiatives to support the delivery of services that meet customer needs and requirements |
| **External** | |
| Libraries, government departments, statutory authorities, companies, community organisations and interest groups, embassies, consulates, other State Parliaments and Federal Parliament | • Establish professional networks and relationships to maintain currency of issues, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues |

## Role dimensions

### Decision making

The role is accountable for the delivery of assigned work. The role is accountable for the quality, integrity and validity of the service provided. This role also rosters and assigns work to Reporters and Senior Reporters.

### Reporting line

The role accounts and reports to the relevant reporting line manager.

### Direct reports

The role may/will have a variable number of reports (depending on business requirements):
To line manage a small team of allocated reporters

### Budget/Expenditure

As per the approved DPS Financial Delegations.

## Key knowledge and experience

- Demonstrated extensive experience copy-editing and proofreading to a professionally high standard
- Excellent written language skills and in-depth knowledge of English language usage and sentence structure, including expression, idiom, common usage, grammar, sentence construction and syntax
- Ability to understand a complicated argument and report it clearly, accurately and grammatically
- High level concentration, attention to detail and accuracy in hearing the spoken word
- Well-developed understanding of the principles, functions and operations of a Westminster parliament, including committee operations
- Extensive general knowledge, particularly in current affairs and politics
- Strong research skills for information gathering

- Demonstrated ability to meet strict deadlines, to work long hours and under pressure
- Demonstrated initiative, self-motivation and leadership.
- Strong interpersonal and high level communication skills to liaise with members of Parliament, ministerial officers and other key contacts, and act with discretion and tact
- Capacity to lead, develop and supervise/manage a small team
- Capacity to organise, undertake and assess training of subordinate staff
- Demonstrated initiative, self-motivation and leadership.
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## Essential requirements

- Relevant tertiary qualifications, preferably in a language rich discipline, or demonstrated, relevant, equivalent professional experience.
- Ability or capacity to lead and manage teams.

## Capabilities for the role

The NSW public sector capability framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.
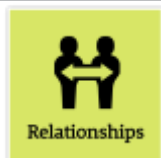
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

## Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| FOCUS CAPABILITIES | | | |
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| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
|  Personal Attributes | **Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change | <ul><li>Be flexible, show initiative and respond quickly when situations change</li><li>Give frank and honest feedback and advice</li><li>Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately</li><li>Raise and work through challenging issues and seek alternatives</li><li>Remain composed and calm under pressure and in challenging situations</li></ul> | Adept |

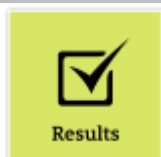| | | | |
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| Relationships | **Communicate Effectively**<br><br>Communicate clearly, actively listen to others, and respond with understanding and respect | • Present with credibility, engage diverse audiences and test levels of understanding<br>• Translate technical and complex information clearly and concisely for diverse audiences<br>• Create opportunities for others to contribute to discussion and debate<br>• Contribute to and promote information sharing across the organisation<br>• Manage complex communications that involve understanding and responding to multiple and divergent viewpoints<br>• Explore creative ways to engage diverse audiences and communicate information<br>• Adjust style and approach to optimise outcomes<br>Write fluently and persuasively in plain English and in a range of styles and formats | Advanced |
| | **Commit to Customer Service**<br><br>Provide customer-focused services in line with public sector and organisational objectives | • Take responsibility for delivering high quality customer-focused services<br>• Design processes and policies based on the customer's point of view and needs<br>• Use data and information to monitor and improve customer service delivery<br>• Find opportunities to co-operate with internal and external stakeholders to improve outcomes for customers<br>• Maintain relationships with key customers in area of expertise<br>• Connect and collaborate with relevant stakeholders within the community | Adept |
| | **Work Collaboratively**<br><br>Collaborate with others and value their contribution | • Encourage a culture that recognises the value of collaboration<br>• Build cooperation and overcome barriers to information sharing and communication across teams and units<br>• Share lessons learned across teams and units<br>• Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work<br>• Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |
| Results | **Plan and Prioritise**<br><br>Plan to achieve priority outcomes and respond flexibly to changing circumstances | • Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work<br>• Initiate, prioritise, consult on and develop team and unit goals, strategies and plans<br>• Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses | Adept |

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| | | • Ensure current work plans and activities support and are consistent with organisational change initiatives<br>• Evaluate outcomes and adjust future plans accordingly | |
| Business Enablers | **Technology**<br>Understand and use available technologies to maximise efficiencies and effectiveness | • Identify opportunities to use a broad range of technologies to collaborate<br>• Monitor compliance with cyber security and the use of technology policies<br>• Identify ways to maximise the value of available technology to achieve business strategies and outcomes<br>• Monitor compliance with the organisation's records, information and knowledge management requirements | Adept |
| People Management | **Manage and Develop People**<br>Engage and motivate staff, and develop capability and potential in others | • Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes<br>• Adjust performance development processes to meet the diverse abilities and needs of individuals and teams<br>• Develop work plans that consider capability, strengths and opportunities for development<br>• Be aware of the influences of bias when managing team members<br>• Seek feedback on own management capabilities and develop strategies to address any gaps<br>• Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way<br>• Monitor and report on team performance in line with established performance development frameworks | Adept |

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

## COMPLEMENTARY CAPABILITIES

| Capability group/sets | Capability name | Description | Level |
|---|---|---|---|
| **Personal Attributes** | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Adept |
| | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
| | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| **Relationships** | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
| | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| **Results** | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Intermediate |
| | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
| | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| **Business Enablers** | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |
| | Project Management | Understand and apply effective planning, coordination and control methods | Intermediate |
| | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Intermediate |
| **People Management** | Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Intermediate |
| | Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Intermediate |