

Role Description

Demi Chef



Cluster	NSW Parliament
Agency	Department of Parliamentary Services
Division/Branch/Unit	Parliament Services/Catering
Role number	TBA
Classification/Grade/Band	Clerk Grade 1/2
ANZSCO Code	TBA
PCAT Code	TBA
Date of Approval	September 2023
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 and 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

The Demi Chef is responsible for the preparation, production, and timely presentation of food items to the appropriate standards fitting to the Parliament of New South Wales and in line with objectives set by Catering management and which meet the requirements of customers in various dining outlets. This includes restaurants, banquets, cafés, room service, and bar dining, all of which the Chef must have comprehensive proficiency in. All chefs must be effective in every department at their disposal, but they are generally situated in an individual section.

Monitoring wastage, quality and portion control, and timely delivery of the finished product are fundamental to this position. Other areas of responsibility include input in menu planning, monitoring stock levels, liaising with the Chef de Partie, Executive Sous Chef, or Executive Chef on such matters, directing and motivating associated staff, and receiving and verifying deliveries.

Key accountabilities

- Provide high-quality food service in the preparation, cooking, production, and presentation of food to meet appropriate standards through the application of catering techniques to meet the requirements of customers. Develop a contemporary knowledge of food industry trends with a view to assisting in the implementation of new methods of production or presentation ideas. Assist in the Development, planning, preparation, implementation, and reviewing of menus with recipe cards while maintaining departmental food costs. Consulting with the Executive Chef, Executive Sous Chef, and Chef de Partie to meet deadlines by planning and prioritizing work to ensure timely service delivery.
- Maintain and develop the kitchens to their best operational level by monitoring existing equipment. Monitor and review existing methods with the intent to recommend or implement improvements to develop all aspects of current food production and service.
- Showing probity, assist the Chef de Partie to negotiate and manage the procurement of consumables required for kitchen operations. Monitor and maintain stock levels to par relating to fluctuating requirements of sitting, non-sitting, and banquet periods. Monitor waste and portion control. Follow established audit practices regarding purchase orders and the receipting of goods when receiving and verifying deliveries of consumables and checking against orders, making sure to follow up with staff and suppliers with any discrepancies. Assist senior chefs with monthly stock takes and a complete inventory schedule.
- Maintain and develop effective relationships with various internal clients including members, senior officers and staff, as well as external stakeholders including suppliers and vendors to ensure the needs of Parliament are met. Attend operational meetings, led by the Executive Chef to discuss upcoming kitchen requirements, staffing, and any other day-to-day issues that could pose any operational concerns. Supervise agency staff by adopting and implementing effective leadership techniques. Also, to assist with induction of new or casual staff and on-the job training.
- Support and maintain a best practice food safety system (HACCP). Contribute to departmental policy and planning processes by liaising with management on the formulation of appropriate strategies in areas relating to operations, products, expenditure, and staffing; so as to promote the continued development and achievement of corporate and managerial objectives.
- Ensure that the work environment is safe and without risk to the health of employees, members, contractors and members of the public. Adopting suitable and regular practices to ensure all Health Regulations are adhered to (HACCP), including monitoring all cleaning operations. Implement and monitor the occupational health, safety and injury management policies, procedures and programs within the work area to achieve and maintain occupational health and safety for all staff, visitors and

contractors. Maintain knowledge of and communicate parliamentary policies and procedures within the kitchen teams, such as Harassment Free Workplace, Smoke Free Parliament, Responsible Service of Alcohol, and the Emergency Services Plan. Ensure all codes and policies concerning equal employment opportunity; cultural diversity and ethical conduct are implemented.

Key challenges

- Producing a high quality product in the correct quantities and at the required time. The volume of work will always be variable and, at times, demands on the incumbent will be extremely heavy particularly during sitting periods. The need to meet deadlines is ever present.
- Daily work routines must be carefully organised and must contain enough flexibility to overcome problems such as late deliveries of raw materials, transporting cooked food from one area to another and changing customer requirements. As there are also heavy demands on kitchen equipment (e.g. ovens) excellent communication and coordination with other chefs is vital.
- Events such as an extended sitting of the House or, even, an unscheduled change of Government can have a marked bearing on the demands of this position. Innovations in technology also have a potential impact upon this position.

Key relationships

Who	Why
Internal	
Relevant Reporting Line Manager	<ul style="list-style-type: none"> • Key relationship manager, report to, receive advice and guidance, clarify instructions and report on progress against work plans as require • Provide support to achieve operational priorities, exchange information and contribute to decision-making • Escalate discuss issues and propose solutions
Work Team	<ul style="list-style-type: none"> • Close working relationship with staff to ensure requirements are fully understood, to exchange information, and to achieve optimum results in food production, service delivery, staff development, and adherence to regulations • Provide guidance and professional support, exchange information • Determine work priorities and oversee progress to facilitate their ongoing professional development • Collaborate to continually improve knowledge, build capability, and improve consistency and service quality • Provide an escalation point for issues or complex decision-making
Who	Why

Managers / Parliamentary Catering team members

- Establish and maintain effective liaisons with managers, supervisors, other staff, and Members and their guests to ensure that requirements are fully understood, and optimum operating effectiveness and best customer relationships are achieved
 - Collaborate and build effective relationships and respond to requests for information or assistance and escalate sensitive issues
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Role dimensions

Decision making

The role is expected to operate with some degree of autonomy in respect to their day to day work priorities and, in this context, is expected to determine matters that need to be referred to senior managers or other staff to deal with and provide advice, exercising discretion and judgement on what is appropriate to send to their manager and/or leadership team.

The role is accountable for the delivery of assigned work and determining day to day priorities and actions to be undertaken, including establishing operational priorities in consultation with the Manager.

Reporting line

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

Direct reports

There are no direct reports.

Budget/Expenditure

As per the approved DPS Financial Delegations.

Key knowledge and experience

- Knowledge of both classical repertoire and contemporary food trends, with a proven ability to produce broad range of dishes in a modern catering operation.
- Passion for cooking across all relevant areas including casual café dining, comprehensive pastry, fine dining restaurant and volume banquet.
- Knowledge of State and Federal regulations governing food preparation areas and techniques, the operation and maintenance of food production equipment, with special emphasis on hygiene and safety (HACCP).
- Ability to review work practices and procedures and to then recommend and implement improvements where applicable.

Essential requirements

- Possess a trade certificate in Commercial Cookery or equivalent qualification.

Capabilities for the role

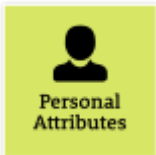

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for 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.

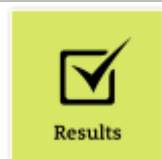
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

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			
Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth, and develop and apply new skills Seek feedback from colleagues and stakeholders Stay motivated when tasks become difficult 	Intermediate
	 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> Build a supportive and cooperative team environment Share information and learning across teams Acknowledge outcomes that were achieved by effective collaboration Engage other teams and units to share information and jointly solve issues and problems Support others in challenging situations 	Intermediate



Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Use collaboration tools, including digital technologies, to work with others
- Seek and apply specialist advice when required
- Complete work tasks within set budgets, timeframes and standards
- Take the initiative to progress and deliver own work and that of the team or unit
- Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals
- Identify any barriers to achieving results and resolve these where possible
- Proactively change or adjust plans when needed

Intermediate

Demonstrate Accountability

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

- Be proactive in taking responsibility and being accountable for own actions
- Understand delegations and act within authority levels
- Identify and follow safe work practices, and be vigilant about own and others' application of these practices
- Be aware of risks and act on or escalate risks, as appropriate
- Use financial and other resources responsibly



Intermediate

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
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate

	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational