



Department of the Legislative Council

Job Description

Advisory Officer

Classification:	Level 7 - \$115,725 to \$124,033
Type of employment:	Fulltime
Functional area:	Committee Services
Date last updated:	January 2017
This position reports directly to:	Clerk Assistant (Committees)
Number of staff reporting to this position:	Nil

About the Department

The Department of the Legislative Council provides support to the Legislative Council, its committees, the President of the Legislative Council and elected Members. The Department is responsible, not to the government of the day, but to the Legislative Council and its elected members. Department staff are apolitical and non-partisan and serve all members equally. Further information about the Department can be found [here](#).

The Clerk is the Chief Executive Officer of the Department of the Legislative Council and is responsible for providing expert advice on parliamentary law, practice and procedure to the President, Chair of Committees, ministers and members of the Council and its committees.

The primary goal of the Committee Office is to provide high quality and pro-active advice, research and administrative services to the parliamentary committees which are served by the Department of the Legislative Council.

About the Role

The Advisory Officer ensures the efficient operation of the Committee Office by providing high quality and pro-active advice, research, administrative and executive services to parliamentary committees which are served by the Department of the Legislative Council.

You will have excellent communication skills and be a proficient facilitator and negotiator. You will be able to analyse complex issues, evaluate competing arguments and demonstrate high level experience conducting research, writing and preparing reports. You will have an appropriate and relevant tertiary qualification, possess basic keyboarding and formatting skills in Microsoft Word and be experienced with contemporary information technology. A legal qualification, an understanding of administrative law, public sector agencies and the legislative process and parliamentary system in Western Australia as well as experience in conducting an inquiry is desirable but not essential.



INDEPENDENCE



INTEGRITY



IMPROVEMENT



RESPECT



CO-OPERATION

Primary Responsibilities

1. Provide and coordinate relevant and appropriate research and advice to a committee so far as it relates to the subject matter of an inquiry or other project conducted by the committee.
2. Provide procedural assistance to the committee, when required.

Specific Duties

Committee initiated duties:¹

1. Attend scheduled committee meetings.
2. Provide relevant information, research and advice including briefing papers, legal advice and statutory interpretation as required.
3. Coordinate the collation of evidence² and provide written analysis as required.
4. Prepare inquiry related correspondence as required.
5. Provide draft questions or line of questioning for use by the committee in examining witnesses.
6. Prepare draft reports.
7. Organise amendments to legislation which may include drafting.
8. Assist the committee to develop draft terms of reference for an inquiry.
9. Draft media releases, occasional speeches and papers at the request of the committee.
10. Travel with committees.³

Procedural duties:

11. Advise on the Standing Orders, rules and usages of the Legislative Council governing committees and committee-related House proceedings.

Management and Administrative duties:

12. Manage the inquiry process including developing in consultation with other Legislative Council Committee Office (LCCO) staff where relevant, the scheduling, objectives, information and research requirements relating to an inquiry or some aspect of it.
13. Coordinate service provision by the LCCO to a committee inquiry (includes external consultants).
14. Train and supervise Articled Clerks if assigned to committee.
15. Comply with current information and record-keeping requirements including file management and Internet publication.
16. Prepare monthly reports regarding committee operations.

¹ An Advisory Officer is obliged to act for the committee as a body rather than for individual members. All departmental officers are required as a condition of employment to carry out their duties apolitically.

² For example: written submissions, transcripts of evidence, correspondence from state agencies, non-government organisations and individuals.

³ Infrequent.

17. Submit, in proper time, draft committee reports for content proofing by the Clerk Assistant (Committees).
18. Proof-read documents generated by committees or the LCCO.
19. Participate in, which includes some presentation of, Standing Orders seminars held by the LCCO.
20. Where necessary, perform the administrative and procedural duties of other Legislative Council staff.
21. Content proof draft reports as directed by the Clerk Assistant (Committees).
22. Organise, with the Committee Clerk, committee travel, including itineraries, funding (budgeting) and other arrangements.
23. Write and update administrative manuals as required.
24. Other duties as directed by the Clerk Assistant (Committees).

Selection Criteria

Essential:

1. Appropriate and relevant tertiary qualification.
2. Excellent written and oral communication skills.
3. Demonstrated facilitation and negotiation skills.
4. Experience in conducting research, writing and preparing reports.
5. Ability to analyse complex issues and evaluate competing arguments.
6. Basic keyboarding and formatting skills in Microsoft Word.
7. Understanding of, and experience with, contemporary information technology.

Desirable

1. Legal qualification.
2. Knowledge and understanding of the legislative process and parliamentary/political system in Western Australia.
3. Experience in the conduct of inquiries.
4. Understanding of administrative law.
5. Understanding of the functions and operations of public sector agencies.

Competencies

ADAPTABILITY

Maintaining effectiveness in varying environments and with different tasks, responsibilities and people.

ANALYSIS/PROBLEM ASSESSMENT

Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data from different sources; identifying cause-effect relationships.

COMMUNICATION

Expressing ideas effectively in individual and group situations (including non-verbal communication); adjusting language or terminology to the characteristics and needs of the audience.

PLANNING AND ORGANISING

Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignments of personnel and appropriate allocation of resources.

QUALITY ORIENTATION/ATTENTION TO DETAIL

Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.

TEAMWORK/COLLABORATION

Working effectively with team/work group or those outside formal line of authority (e.g. peers, senior managers) to accomplish organisational goals; taking actions that respect the needs and contributions of others; contributing to and accepting the consensus; subordinating own objectives to the objectives of the organisation or team.

Further Information

This position will be required to undergo a Police Record Check and the occupant may be requested to undertake skills and psychometric testing.

This is a full-time position. While flexitime is available to the occupant of the position, it should be noted that the office operates from 8.30am to 5.00pm in support of operational and client needs. The person is required to work additional hours during Parliamentary Sitting periods in accordance with the department's terms and conditions of employment. Information about Parliamentary Sitting periods can be found [here](#).

Smart business attire must be worn.

