



# Parliament of Western Australia

## Job Description - Legislative Council

**Job Title:** Committee Clerk

### SECTION 1 - Staff Details

<b>Staff member's name:</b>		<b>Functional Area:</b>	Committee Services
<b>Classification Level:</b>	3/4	<b>Date last updated:</b>	November 2010

### SECTION 2 - Responsibilities

<b>This position reports directly to:</b>	Parliamentary Officer (Committees)
<b>This position's supervisor reports to:</b>	Clerk Assistant (Committees)
<b>Number of staff reporting to this position:</b>	Nil

### SECTION 3 – Functional Area's Primary Goal

To provide high quality and pro-active advice, research, administrative and executive services to parliamentary committees which are served by the Department of the Legislative Council.

### SECTION 4 - Primary Responsibilities

1. Provide administrative support to parliamentary committees.
2. Provide procedural advice as required.

### SECTION 5 - Specific Duties

1. Prepare and process committee documentation and records, including administrative correspondence.
2. Prepare committee documentation for meetings and hearings in accordance with committee timeframes, including agendas, correspondence lists, lodging of advertisements, and hearing/site-visit schedules/timetables.
3. Arrange committee meetings, including liaison with committee members, booking meeting rooms and arranging catering.
4. Arrange committee hearings, including liaising with and organising witnesses, booking *Hansard*, processing transcripts of evidence, and liaising with the public and media as required.
5. Prepare minutes of committee meetings.

6. Liaise with and advise individuals and organisations regarding committee activities.
7. Maintain and archive committee records, both hard copy and electronic.
8. Organise, coordinate and undertake committee travel, including:
  - preparing a travel itinerary and budget for approval by the Clerk;
  - booking airfares, accommodation, other transportation and venues;
  - arranging meetings;
  - preparing and collating relevant information for members prior to departure; and
  - making sundry arrangements as required.
9. Input and maintain information published on the assigned committee(s) section of the Parliament's internet site.
10. Coordinate the final preparation of committee reports, including formatting, proof-reading, printing, distribution, and ensuring the Chair signs a report for tabling in the House.
11. Prepare committee motions for the House and notify the Procedure Office accordingly.
12. Provide advice regarding committee practices and Standing Orders in conjunction with the Advisory Officer.
13. Process committee expenditure and accounts as required.
14. Prepare statistics for departmental reports.
15. Undertake other duties as directed by the Parliamentary Officer (Committees) and senior officers of the Legislative Council.

## **SECTION 6 - Selection Criteria**

### **Essential:**

- appropriate administrative experience
- sound written and oral communication skills
- sound planning and organisational skills
- understanding of, and experience with, contemporary information technology, particularly Microsoft Word
- capacity to undertake committee travel as required

### **Desirable:**

- understanding of, and experience with, electronic document and record management systems, particularly Objective
- knowledge and understanding of the Legislative Council committee system
- knowledge and understanding of the legislative process and parliamentary/political systems
- appropriate and relevant tertiary qualification

## SECTION 7 - Competencies

### **CUSTOMER SERVICE/FOCUS**

Pro-actively developing customer relationships by making efforts to listen to and understand the customer (both internal and external); anticipating and providing solutions to customer needs; giving high priority to customer satisfaction.

### **INITIATIVE**

Making active attempts to influence events to achieve goals; self-starting rather than accepting passively; taking action to achieve goals beyond what is required; being proactive.

### **INTEGRITY**

Maintaining and promoting social, ethical and organisational norms in conducting internal and external business activities.

### **KEYBOARD SKILLS**

Sound word processing and formatting capabilities in a range of commonly used software packages.

### **ORAL AND WRITTEN COMMUNICATION**

Expressing ideas effectively in individual and group situations (including non-verbal communication and use of visual aids); adjusting language or terminology to the characteristics and needs of the audience. Expressing ideas clearly in documents that have organisation, structure, grammar, language and terminology adjusted to the characteristics and needs of the audience. Ability to research information and draft reports on that information.

### **TEAMWORK/COLLABORATION**

Working effectively with team/work group or those outside formal line of authority (eg. 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.

## SECTION 8 - Acknowledgement

I acknowledge that the supervisor has explained this job description form to me.

\_\_\_\_\_/ /  
Staff member's signature Date

I acknowledge that I have explained this job description form to the above mentioned staff member.

\_\_\_\_\_/ /  
Supervisor's signature Date