



Parliament of Western Australia

Job Description - Legislative Council

Job Title: **Advisory Officer**

SECTION 1 - Staff Details

Staff member's name:	Functional Area:	Committee Services
Classification Level:	Date last updated:	June 2009

SECTION 2 - Responsibilities

This position reports directly to:	Clerk Assistant (Committees)
This position's supervisor reports to:	Deputy Clerk
Number of staff reporting to this position:	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 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.

SECTION 5 - Specific Duties

The following are 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.

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.

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

The following are procedural duties:

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

The following describe 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.
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).

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

³ Infrequent.

SECTION 6 - Selection Criteria

Essential:

- appropriate and relevant tertiary qualification
- excellent written and oral communication skills, and demonstrated facilitation and negotiation skills
- experience in conducting research, writing and preparing reports
- ability to analyse complex issues and evaluate competing arguments
- basic keyboarding and formatting skills in Microsoft Word

Desirable:

- knowledge and understanding of the legislative process and parliamentary/political system in Western Australia
- experience in the conduct of inquiries
- understanding of administrative law
- understanding of the functions and operations of public sector agencies

SECTION 7 - 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.

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