



Department of the Legislative Council

Job Description

Clerk Assistant (House)

Classification:	Level 8 – \$136,296 to \$147,609 (anticipated increase to \$140,385 to \$152,037 following General Agreement registration) ¹
Type of employment:	Fulltime
Functional areas:	Procedural Services, Administrative Services
Date last updated:	May 2023
This position reports directly to:	Deputy Clerk
Number of staff reporting to this position:	8

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 Clerk's Office is to provide high quality executive leadership and strategic management to the Department of the Legislative Council.

About the Role

The Clerk Assistant (House) ensures the efficient operation of the Procedure Office and the Administration Office by providing pro-active leadership and effective oversight of the delivery of services to the Legislative Council, its members and committees.

You will be a team player, able to work effectively under limited direction in a fast-paced environment, demonstrate a flexible and positive attitude, high integrity with a proven record of acting with discretion and maintaining confidentiality. You will also have highly developed communication skills and the capability to quickly acquire an understanding of this unique environment and its systems. Ministerial/parliamentary experience or experience in the public sector is desirable but not essential.

¹ Parliamentary Employees General Agreement 2022 is expected to be registered by 30 June 2023.



INDEPENDENCE



INTEGRITY



IMPROVEMENT



RESPECT



CO-OPERATION

Primary Responsibilities

1. Manage the Procedural Services Functional Area (PSFA) and Administrative Services Functional Area (ASFA) of the Department including procedural and administrative matters, IT systems and human resources management.
2. Provide Members with advice regarding parliamentary law, practice and procedure, and administrative matters.
3. Lead the delivery of strategic projects for the Department.
4. Discharge the duties of a Clerk-at-the-Table.

Specific Duties

1. Manage and lead the PSFA and ASFA (including human and financial resources), including the recruitment of personnel and overseeing the professional development and training of all relevant staff, with a focus on service delivery and improvement in accordance with the key strategies identified in the Department's Strategic Plan.
2. Maintain a comprehensive understanding of work being undertaken by the PSFA and ASFA and manage the provision and allocation of staffing resources to maximise the efficiency and effectiveness of these operational areas.
3. Manage the provision of I.T. infrastructure and services to the PSFA and ASFA.
4. Discharge duties and responsibilities as a team member of the Executive Management Team.
5. Represent and negotiate with external parties to achieve outcomes for the PSFA and ASFA and the Department.
6. Adhere to and review risk management policies and plans; maintain risk registers and related treatment action plans within the PSFA and ASFA; and actively promote risk management principles.
7. Actively promote and monitor occupational safety and health for the PSFA and ASFA.
8. Perform Table of the House duties, including providing immediate, concise and accurate procedural advice to the President and members in relation to business before the House, maintaining constant awareness of the progress of business before the House, and ensuring the efficient operation and accurate recording of the proceedings of the House.
9. Provide high level advice to members, parliamentary staff and external stakeholders in relation to the operations of and business before the House and its committees, including advice involving the interpretation and application of the Standing Orders; parliamentary law, practice and procedure; and administrative practices.
10. Manage and undertake the preparation, processing and production of Chamber documents and papers.
11. Manage and undertake the liaison with Parliamentary Counsel's Office, Department of the Attorney General, for the production of Non-Government and Committee Bills and amendments.

12. Manage the maintenance, development and periodic review of the procedural guides, administrative manuals and related material for the PSFA and ASFA, to ensure uniformity of practices and the capturing of corporate knowledge.
13. Ensure appropriate governance of expenditure and discharge the responsibilities assigned as an incurring and certifying officer, in accordance with the *Financial Management Act 2006*.
14. Draft, review and approve parliamentary material for dissemination from and use by the PSFA and ASFA, including material for members, parliamentary conferences and for inclusion in Parliamentary publications and the Parliamentary internet site.
15. Co-ordinate and deliver a program of training and development for staff, including those working at the Clerks' Table.
16. Rotate with the position of Clerk Assistant (Committees) as directed by the Clerk.
17. Undertake other duties as directed by the Clerk and Deputy Clerk.

Selection Criteria

Essential:

1. A thorough understanding of the principles of the Westminster-style system of parliamentary democracy as practised by the Parliament of Western Australia, including a detailed knowledge (or demonstrated ability to quickly acquire knowledge) of the standing orders and practices of the Legislative Council, relevant legislation and the operations of the Parliament of Western Australia.
2. Highly developed interpersonal and communication skills with the ability to work and communicate with ministers, members, senior officers of the Parliament and senior public servants.
3. Proven ability to lead, manage, mentor and motivate staff to deliver against goals and to role model behaviours in accordance with the Department's values.
4. Excellent organisation and planning skills, with the ability to set clearly defined objectives and priorities, to establish systems and procedures to guide work and track progress, and to manage actual and potential barriers.
5. Demonstrated experience in conducting research, writing and preparing reports, discussion papers, proposals and correspondence.

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.

CONCEPTUAL THINKING

Understanding/interpreting high level/complex information; identifying, recognising and/or analysing patterns by using general concepts and applying them to the current situation; developing ideas/notions/frameworks.

INDIVIDUAL LEADERSHIP/INFLUENCING

Using appropriate interpersonal styles and methods to inspire and guide individuals (direct reports, peers and superiors) toward goal achievement; modifying behaviour to accommodate tasks, situations, and individuals involved.

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.

MEETING FACILITATION AND MEETING LEADERSHIP

Use appropriate interpersonal styles and methods to achieve a meeting's objectives; modify behaviour and communication styles according to tasks and individuals present.

MEMBER SERVICE/FOCUS

Proactively developing working relationships with Members by making efforts to listen to and understand them; anticipating and providing solutions to their needs; giving high priority to member satisfaction.

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 and analyse information, and draft reports based upon that information.

ORGANISATIONAL AWARENESS

Having and using knowledge of technology, situations, procedures and culture inside the organisation to identify potential organisational problems and opportunities; perceiving the impact and the implications of decisions on other components of the organisations.

PARLIAMENTARY AND POLITICAL AWARENESS

Applying to tasks knowledge and understanding of parliamentary processes; relevant current affairs; the political landscape/context; and the difference between the Parliament, the Government and the Judiciary, and the importance of the 'separation of powers'.

PLANNING AND ORGANISING/WORK MANAGEMENT

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.

STAFF MANAGEMENT / SUPERVISION SKILLS

Effectively manage tasks and responsibilities through the allocation of duties; develop relationships with staff by active listening, involvement in relevant work activities, and the provision of constructive feedback on their work.

TEAMWORK/COLLABORATION

Working effectively with team/work group or those outside formal lines of authority (eg. peers, senior managers) to accomplish organisational goals.

TECHNICAL / PROFESSIONAL KNOWLEDGE

Having achieved a satisfactory level of technical and professional skills/knowledge in job-related areas; keeping abreast of current developments and trends in area of expertise.

TOLERANCE FOR STRESS

Maintaining stable performance under pressure and/or opposition (such as time pressure or job ambiguity); managing stress in an acceptable manner.

WORK STANDARDS

Setting high goals and maintaining high standards of performance.

Further Information

This position is required to undergo a Police Record Check upon request and the occupant will be required to undertake skills and psychometric testing upon request.

This is a full-time position. Hours of work for this role will vary according to the requirements of the House. This will likely include work into the late evenings when the House is sitting.

A uniform will be provided for sitting days.

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