



# Parliamentary Service Department

## Job Description

### Human Resources Officer and Executive Assistant

Classification:	Level 4/5
Type of employment:	Full/Part time – Non-Sessional
Unit:	Parliamentary Services
Date last updated:	April 2021
This position reports directly to:	Executive Manager Parliamentary Services, Deputy Executive Manager Parliamentary Services and Human Resources Manager
This positions Supervisor is responsible to:	Presiding Officers
Number of staff reporting to this position:	Nil

#### About the Unit

##### Human Resources

The Human Resources Unit is responsible for the:

- development and implementation of Human Resources policies
- facilitation of organisational change initiatives
- facilitation of organisational development and training initiatives
- co-ordination of recruitment and employee relations activities
- Worker's Compensation and Injury Management
- management of Occupational Safety and Health including any well-being initiatives
- management of payroll services
- provision of advisory services to clients including matters relating to structure, staffing, counselling, occupational safety and health, recruitment, industrial relations, wellbeing
- management and provision of advice on industrial instruments

##### Executive

- The Executive is responsible for the administration and management of Parliamentary Services. The Parliamentary Services Department provides high quality administrative and business support services and resources to the Presiding Officers, members of Parliament and the Chamber departments in the areas of Building Services, Finance, Security, Reception Services, Reporting Services, Human Resources, Catering, Library, Information Technology and Education.

## Primary Responsibilities

### 1. Human Resources

- Recommend and develop human resources policies, procedures and practices.
- Assist with the management of Workers Compensation and Injury Management for Parliament House.
- Identify training and development needs for Parliamentary staff, undertake Occupational Health and Safety assessments and coordinate and manage programs devised to address needs.
- Manage the recruitment and selection process.
- Coordinate, manage and provide personnel support for work and non-work related issues, request and refer professional services as required.

### 2. Executive

- Provide high level executive support to the Parliamentary Services Executive Manager and Deputy Executive Manager undertaking such tasks as preparation of correspondence, meeting co-ordination, record keeping, minute taking and event coordination. Confidentiality of communications and records is paramount as well as promoting the Parliamentary Services Department's values.

## Specific Duties

### 1. Human Resources

Assist the Human Resources Manager to:

- Develop and implement human resources policies and procedures for the Parliament that are consistent with human resource standards and best practice.
- Develop and deliver service in personnel administration, occupational health and safety and equal employment opportunity.
- Coordinate services affecting personnel administration.
- Provide personnel support to staff members in regard to work and non-work related issues.
- Conduct staff forums on any relevant issue.
- Prepare submissions, briefing papers and written communication associated with human resource activities.
- Prepare the Human Resource management budget and business plan.
- Develop industrial relations policies and programs.
- Coordinate health and safety issues.

Responsible for the following:

- Manage staff recruitment and selection processes across the Parliament.
- Manage the centralised personnel records.
- Manage and coordinate training and development requirements of parliamentary staff.
- Undertake the role of liaison officer between the Parliament and the external provider of the Employee Assistance Program (EAP).
- Input and maintain employee information in the human resources/payroll system and human resources databases and HRIS (currently ConnX).
- Manage service recognition awards for parliamentary staff.
- Prepare the Parliament Staff Newsletter (8 weekly).
- Assist with providing administrative support to the Human Resources Manager and the Human Resources unit.
- Undertake project work (including research and report preparation) as required.

## 2. Executive

In relation to the Executive Office of the Executive Manager/Deputy Executive Manager:

- Provide high level administrative assistance.
- Schedule appointments, organise meetings and functions, prepare agendas and minute taking.
- Facilitate the exchange of information between the Executive and PSD units, including assistance with Annual Reporting, Business Planning and project co-ordination.
- Develop and maintain databases and records management processes.
- Arrange business related travel and accommodation for the Executive and PSD units.
- Undertake general research and project duties.
- Undertake accounts processing, fleet management and general office administration, including filing.
- Communicate with Members of Parliament on behalf of Executive.
- Other duties as directed.

## Selection Criteria

### Essential

1. Certificate of Human Resource Management, or equivalent experience in a Human Resources related discipline with at least 3 years' experience working as a Human Resources Officer or in a similar capacity.
2. Demonstrated ability to interpret and apply legislation.
3. Highly developed interpersonal and communication skills.
4. Excellent administrative and organisational skills with a proven ability to work independently, manage multiple tasks, and set and meet deadlines.
5. Highly competent in the use of contemporary information technology.

6. Ability to deal with confidential and sensitive information and act with discretion.
7. Willingness to support and embrace PSD's Values.

### Desirable

1. General understanding of OSH requirements
2. Ability to analyse systems and processes and suggest and implement process improvements.

## Competencies

### INDIVIDUAL LEADERSHIP/INFLUENCING

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

### 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. Expressing ideas clearly in documents that have organisation, structure, grammar, language and terminology adjusted to the characteristics and needs of the reader.

### 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.

### 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.

### 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.

### 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.

### TOLERANCE FOR STRESS

Maintaining stable performance under pressure and/or opposition (such as time pressure or job ambiguity); relieving stress in a manner that is acceptable to the person, others and the organisation.

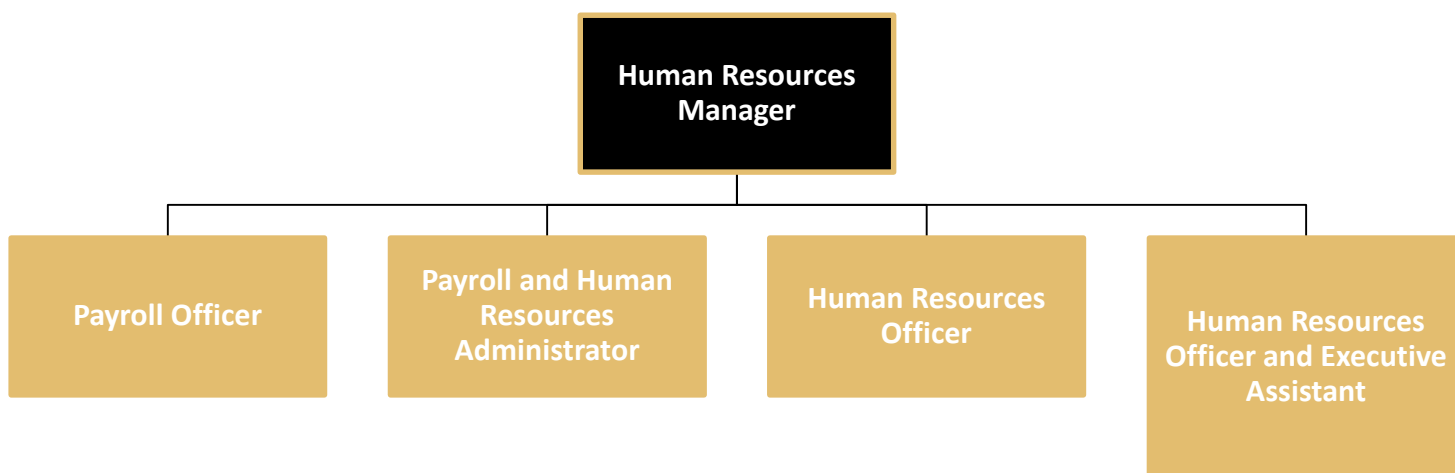
### INITIATIVE/ JUDGMENT/PROBLEM SOLVING

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. Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into consideration resources, constraints and organisational values.

### INTEGRITY

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

## Unit Organisational Structure



## Parliamentary Service Department Values

Parliamentary Service Department staff are expected to embrace the following four values, which underpin positive culture and behaviours.

**Professional** – Showing respect and professionalism in all aspects of work.

**Accountable** – Being honest and trustworthy in performance of our public duties.

**Transparent** – Maintaining fairness and consistency.

**Helpful** – Cooperation among teams and with others while always showing encouragement.

## Further Information

- Provision of a National Police Clearance not more than twelve months old will be required prior to commencement in this position.
- Applicants must be an Australian citizen or permanent resident.
- Applicants may be required to undertake skills or psychometric testing.

## Acknowledgement

I acknowledge that my supervisor has explained this job description to me:

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Employee's Name

\_\_\_\_\_

Employee's Signature

Date: \_\_\_\_\_

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Supervisor's Name

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Supervisor's Signature

Date: \_\_\_\_\_