



JOB DESCRIPTION

Research and Publications Support Officer

Classification:	Parliamentary Service Level 4/5 (Broadbanded)
Type of employment:	Full Time
Section:	Procedure Office
Position number/s:	4401
Security assessment:	Baseline

About the department

The Department of the House of Representatives provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees, and also provides a range of services and facilities for Members of Parliament in Parliament House. The department also promotes the work of the House in the community and supports the conduct of the Parliament's international and regional relations.

About the section

The Procedure Office provides procedural research, publications and services explaining the work of the House and its institutional role. Situated within the office, the Procedural Development Section develops resources and publishes materials designed to improve the procedural knowledge and skills of members and departmental and other parliamentary staff. Additionally, the section develops resources that seek to increase understanding of the role and operations of the House by the broader public. This includes creating social media posts about procedural activities in the House and co-ordinating the department's seminar program for people who interact with the House or are interested in learning more about how the House works. The section also supports the Joint Parliamentary Committee on Parliamentary Standards.

About the role

The Research and Publications Support Officer researches, updates and edits less complex procedural content for publication, assists with publishing activities in print and online, drafts content for social media and assists with the preparation of statistical records on the work of the House. They also provide secretariat support for the Joint Parliamentary Committee on Parliamentary Standards and other administrative support for the work of the office.

Duties

The Research and Publications Support Officer will:

1. Under the direction of the Director, Procedural Development:
 - undertake research to support the development of procedural publications
 - assist with reviewing, editing and updating less complex procedural content
 - create and maintain change registers and manage version control of key publications
 - format documents for publication (in print and/or online) and publish them electronically
2. Provide research and administrative support to the Joint Parliamentary Committee on Parliamentary Standards under the direction of the Secretary
3. Assist the Statistics Manager to prepare and maintain less complex statistical records on the work of the House
4. Draft procedural content for social media
5. Contribute to the work of the office as directed, including supporting the maintenance of the departmental library and video collections

Selection criteria

The successful candidate will demonstrate:

1. an interest in, and ability to effectively work on, tasks requiring attention to detail
2. research, analytical, writing and editing skills
3. administrative and organisational skills
4. knowledge of parliamentary practice and procedure and the operation of the House of Representatives, or the ability to acquire such knowledge quickly

Eligibility

5. Tertiary qualifications or proven relevant skills gained through experience.

Further information about the department is available on the [DHR website](#).

Additional information may also be found on  @AboutTheHouseAU and  @AboutTheHouse.

Approved:

Clerk Assistant (Procedure)

15 April 2024