



JOB DESCRIPTION

Research and Procedural Support Officer

Classification: Parliamentary Service Level 5

Type of employment: Full Time

Section: Procedure Office

Position number/s: 4500

Security assessment: Not required

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 Parliamentary Joint Committee on Parliamentary Standards.

About the role

The role involves administration, research, and publishing and requires collaboration with a range of departmental work groups. The occupant will provide administrative and research support to the Clerk Assistant (Procedure), including assistance with the preparation of procedural activities and publications, and supporting office contributions to departmental activities.

The role also involves supporting the department's seminar program, helping prepare office publications and online resources, including social media, and assisting with maintenance of the departmental library collection and with preparation of statistical records on the work of the House.

Duties

1. Support the work of the Clerk Assistant (Procedure), including preparing draft correspondence and materials, and liaising with other work groups to facilitate the work of the Procedure Office
2. Undertake preliminary research, analysis and writing on procedural issues
3. Coordinate arrangements for the department's seminar program
4. Assist with the creation and updating of standing publications, including info sheets and procedural videos
5. Draft procedural content for social media
6. Contribute to the work of the office, including supporting the maintenance of the departmental library and video collections as required
7. Support and coordinate Procedure Office arrangements within the department, across the Parliamentary Service and with external service providers

Selection criteria

The successful candidate will demonstrate:

1. oral communication and interpersonal skills, and the ability to work successfully as part of a team working under pressure and to deadlines
2. proven research, analytical, writing and editing skills
3. high level administrative and organisational skills, with editing and publishing skills being desirable
4. knowledge of parliamentary practice and procedure and the operation of the House of Representatives, or the ability to acquire such knowledge quickly

Eligibility

1. 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)

14 May 2025