



JOB DESCRIPTION

Parliamentary Assistant, Serjeant-at-Arms Office

Classification:	Parliamentary Service Level 2
Type of employment:	Casual (irregular or intermittent)
Section:	Serjeant-at-Arms' Office
Position number:	5015
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 Serjeant-at-Arms Office is responsible for providing general support and administrative services to the operations of the House of Representatives Chambers, Members of Parliament and the Department and its executive.

The Serjeant-at-Arms Office provides advice and support to the Speaker, ministers, members and their staff, the department's executive and staff on accommodation, chamber-related administrative matters and security. It also performs ceremonial roles associated to the Parliament and supports both chambers through the Messengerial Services.

About the role

The Messengerial team perform general support duties associated to the department and the operations of the House of Representatives chambers. The Parliamentary Assistant will support the Parliament by providing a range of high quality services and administrative support to the Speaker, Members, the Clerks and other parliamentary staff, working in a small team.

Duties

The Parliamentary Assistant will:

1. provide high quality services and administrative support to the Speaker, Members, the Clerks and other parliamentary staff in the Chamber and Federation Chamber including:
 - setting up and clearing the Chamber and Federation Chamber on sitting days
 - delivering and distributing parliamentary papers
 - messengerial duties
 - implementation of the rules relating to access to the Chamber, Federation Chamber and the Parliamentary precincts and provide directory assistance to staff and visitors to Parliament House
 - responding to and assisting with managing an incident in the Chamber or Federation Chamber.
2. provide service and administrative support to clients through:
 - the collection, receipt and delivery of mail and other goods to clients
 - the performance of Committee room support duties
 - undertaking courier duties as directed
 - undertaking the role as First Aid Officer.
3. assist with the distribution of furniture, equipment and stores within the department including operating a computerised assets/stores inventory system
4. assist with the provision of advice and assistance to Members on the use of the COMCAR shuttle and the coordination of the number, task and release of vehicles allocated to the shuttle.

NOTE: The employee assigned these duties will be required to undertake rostered work and overtime at short notice and may be required to move between the duties listed according to work requirements.

Selection criteria

The successful candidate will demonstrate:

1. proven ability to work cooperatively in a small team environment and respond effectively to direction
2. proven ability to work under pressure and meet deadlines while implementing service policies and procedures
3. demonstrated oral communication and organisational skills, including the ability to liaise with Members of Parliament, staff and Departmental staff
4. demonstrated sound administrative skills including the ability to use a range of ICT applications

5. demonstrated personal qualities of tact, courtesy and discretion in a client service environment
6. ability to acquire a knowledge of the parliamentary environment.

Eligibility

The occupant of this role will be required to obtain and maintain a Baseline Security Clearance. Maintenance of a security clearance at this level is essential to the role, and failure to maintain a security clearance at this level may result in termination of employment.

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

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

Approved:


Serjeant-at-Arms

19 September 2022