



## POSITION DESCRIPTION

### Principal Council Officer

<b>Classification</b>	Clerk Grade 9/10
<b>Reports to</b>	Director, 11/12
<b>Direct reports</b>	Nil

### About the position

The Principal Council Officer conducts research, analysis and policy development on complex issues, prepares reports and procedural material, manages the delivery of project work and prepares and delivers training. The Principal Council Officer builds and maintains relationships with the department's key stakeholders, responds to and resolves complex enquiries, and provides timely advice on parliamentary procedure, law and protocol in collaboration with more senior staff.

### Core requirements

1. **Advanced** ability to work well in a team, determine group objectives, provide guidance to staff and delegate tasks to a small project team.
2. **Advanced** project management skills including the ability to take initiative, manage multiple stakeholders, balance competing priorities and heavy workloads and meet strict deadlines in a high pressure, high volume work environment.
3. **Advanced** writing and editing skills including the ability to present complex information clearly and accurately, in a balanced and persuasive way.
4. **Advanced** communication skills including the ability to negotiate, consult with and provide advice to a wide range of stakeholders, and deliver presentations and training.
5. **Advanced** judgement, integrity and impartiality to make critical decisions in a political environment while maintaining confidentiality.
6. **Proficient** research and policy development skills including the ability to comprehend complex issues and analyse information from multiple sources.
7. **Proficient** understanding of parliamentary and government processes, for example knowledge of parliamentary procedure, law and protocol.

Refer to the Legislative Council competency scale at the end of the document for more information.

### Duties

Principal Council Officers may work in one of two sections: the Procedure or Committee Offices. The Department of the Legislative Council is a flexible workplace that is committed to supporting

the rotation of staff between sections. This is in order to promote career development and increase the knowledge and skills of staff.

The department will accommodate requests for rotation wherever possible. However rotation is subject to business needs.

The key duties of the various Principal Council Officer positions are outlined below. Principal Council Officers also undertake other duties as required.

**Procedure Office** (multiple positions)

- Prepare complex procedural material including analysis of amendments, procedural scripts and 'The House in Review' blog and oversee business papers.
- Conduct research and critical analysis in relation to parliamentary procedure, law and protocol.
- Maintain records of the House including the journals of the Legislative Council.
- Coordinate and deliver training and presentations to internal and external stakeholders.
- Manage inquiries for committees administered by the Procedure Office including organising hearings and meetings and preparing committee reports.
- Perform duties as a Clerk at the Table on sitting days.
- Respond to complex enquiries and provide advice to the Clerk, members and their staff and members of the public.
- Represent the department on governance committees.

Note: Some of these positions are sessional and are required to work when the House is sitting.

**Procedure Office – Black Rod**

- Prepare complex procedural material including analysis of amendments, procedural scripts and 'The House in Review' blog and oversee business papers.
- Conduct research and critical analysis in relation to parliamentary procedure, law and protocol.
- Contribute to strategic planning, policy formulation and corporate governance and represent the department on governance committees.
- Assist in managing protocol and ceremonial events and programs for visiting delegations.
- Perform duties as a Clerk at the Table on sitting days.
- Respond to complex enquiries and provide advice to the Clerk, members and their staff and members of the public.
- Support the operation of professional groups and associations.

**Committee Office** (multiple positions)

- Manage committee inquiries including organising hearings, briefings and committee travel, and inviting and briefing witnesses.
- Conduct research and critical analysis to prepare committee reports including drafting recommendations on complex policy matters.
- Prepare written material including complex agendas and minutes, briefing notes, discussion papers, correspondence, social media posts and media releases.
- Build and maintain relationships with stakeholders and provide advice and training on committee practices and procedure to internal and external stakeholders.

- Respond to complex enquiries and provide advice to the Clerk, the Committee Director, members and their staff, members of the public, inquiry participants and departmental officials.

Note: This position is required to work additional hours when travelling with committees.

### Legislative Council competency scale

The Legislative Council competency scale serves as a guide to understanding the knowledge or skill level expected to meet the core requirements. The competency level is the minimum acceptable standard to meet the core requirement.

<b>1</b>	<b>Foundational</b>	You have the fundamental knowledge and skills to work in the parliamentary context and display a willingness and capacity to learn and develop. You work under direction from more senior staff.
<b>2</b>	<b>Competent</b>	You have the knowledge and skills to successfully complete routine tasks and display initiative in performing these tasks. You work largely under guidance from more senior staff.
<b>3</b>	<b>Proficient</b>	You have the knowledge and skills to successfully complete routine and more complex tasks. You display initiative and work independently when completing routine tasks. You will require guidance from time to time, when performing more complex tasks.
<b>4</b>	<b>Advanced</b>	You have the knowledge and skills to perform high level tasks with minimal guidance. You work well independently and display high levels of initiative. You provide advice to key stakeholders and guidance to staff.
<b>5</b>	<b>Expert</b>	You have the in-depth knowledge and skills to provide authoritative high level advice to key stakeholders and high level guidance to staff. You are self-directed and drive strategic projects and initiatives.