



POSITION DESCRIPTION

General Stream Band 6

POSITION TITLE:	Research Specialist (General)
Entity	Legislature - General
Unit	Parliamentary Library (Parliamentary Research Service)
Reports To (role)	Manager, Library and Research Services
Direct Reports:	Not applicable
Award and Band Level	Tasmanian State Service Award Band 6
Employment status	Permanent Full Time
Full Time Equivalent (FTE)	1.0 FTE
Ordinary Hours per week	Average of 36.75 hours per week with additional reasonable hours as required of the role. The position may require working extended and unpredictable hours during sittings of Parliament with work being undertaken outside normal hours.
Location	Parliament House, Hobart, Tasmania



RESPECT



INTEGRITY



TRUST



INCLUSIVITY



EMPOWERMENT



COLLABORATION

About Us
The Parliament of Tasmania is a meeting place where elected representatives meet to make laws, authorise the expenditure of public funds, scrutinise the government of the day and give a voice to their constituents in the electorates. The Parliament is made up of three separate entities consisting of: • House of Assembly – which provides services to the Members of the House of Assembly, including chamber and committee support in the discharge of their constitutional and parliamentary responsibilities as elected Members. • Legislative Council – which provides services to the Members of the Legislative Council, including chamber and committee support, in the discharge of their constitutional and parliamentary responsibilities as elected Members. • Legislature - General – which provides joint services to support Members of Parliament, officers, and staff of the Parliament. These services broadly relate to building and facilities, engagement and visitor services, finance, ICT, library and research services, parliamentary reporting services, and people & culture.

Why work at Parliament of Tasmania
• A unique opportunity to contribute to democracy in Tasmania. • Develop capability in delivering innovative, responsive, and impartial professional services. • A supportive environment to enable our people to do their most purposeful and rewarding work. • Deliver value that makes a real impact. • Generous leave provisions and benefits. • This might be your best role ever.

Position Purpose
The Research Specialist provides impartial, timely and high-quality research, analysis and advice to Members of Parliament, parliamentary committees and parliamentary officers. The role undertakes complex research across assigned portfolio areas, prepares written and verbal briefings, and supports the development of research publications and information products that assist parliamentary debate, scrutiny and decision-making. Portfolio areas: • Economics, Commerce and Industrial Relations • Law • Politics and Public Administration • Social Policy, Health and Education • Science, Technology, Environment and Resources, • Energy, Transport and Infrastructure and • Statistics The position works as part of the Parliamentary Research Service within the Parliamentary Library and is expected to provide services to all Members of Parliament without favour or prejudice, maintaining high standards of accuracy, confidentiality, independence and professional judgement. The service is staffed by research analysts with relevant degrees, some at post-graduate level.

Key Accountabilities/Duties
• Provide impartial, timely and high-quality research, analysis and advice to Members of Parliament, parliamentary committees, parliamentary officers and other authorised clients, both verbally and in writing. • Prepare clear, accurate and apolitical briefings, research papers, publications and other information products to support parliamentary debate, scrutiny, committee work and decision-making. • Manage and prioritise research requests, negotiating scope, deadlines and deliverables with clients while maintaining confidentiality and professional independence.

- Contribute to the editing, publication and continuous improvement of Parliamentary Research Service products, processes and knowledge resources.
- Build and maintain effective working relationships with Members, parliamentary committees, parliamentary officers and colleagues to understand research needs and support responsive service delivery.
- Undertake advanced level and complex across assigned portfolio areas , including the analysis and synthesis of legislation, policy, data, evidence and emerging issues. Perform any other allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from an occupant at this classification level.

Key Challenges

- Maintaining impartiality, confidentiality and professional independence when working on sensitive or politically contested issues.
- Managing a diverse range of projects and workload with tight deadlines and competing commitments and priorities which require negotiating and re-prioritising own work and the schedule of colleagues.
- Producing accurate, balanced and accessible research and advice within short timeframes and with limited or incomplete information.
- Delivering outcomes within a complex environment with multiple stakeholders.
- Delivering initiatives and projects to the required standards and timeframes.
- Keeping abreast of legislative, policy, social, economic and parliamentary developments across assigned portfolio areas.
- Negotiating with clients.

Key Relationships

- Manager, Library and Research Services.
- Director, Digital Transformation
- Members of Parliament and their staff.
- Parliamentary Committees
- Research and Library staff.
- Parliamentary staff.

Level of responsibility

- The role is required to manage self and take responsibility for responding to client requests in applicable policy areas.
- The individual will assist and support other section members

Essential requirements

- Appropriate tertiary qualifications.
- Post-graduate or other relevant research/analysis experience.
- Highly effective oral and written communication skills including strong reasoning skills.
- Ability to work consistently with precision and attention to detail.
- Strong analytical and problem-solving skills and sound judgement.
- Ability to meet deadlines under pressure and general time management skills.
- Appropriate personal qualities (e.g. service orientation, initiative, flexibility, discretion, integrity, thoroughness and self-motivation) and the ability to work effectively, both individually and as a member of a team.
- It is a condition of your employment that you must be an Australian citizen or permanent resident, a New Zealand citizen, or hold a current visa which allows you to work in Australia in a permanent full-time role.
- It is a condition of your employment that you are deemed to be of suitable character. This assessment will be subject to a satisfactory result from a Nationally Coordinated Criminal History Check.

- It is a condition of your employment that you are assessed as being fit for duty to perform the duties of your role. To determine your fitness for duty, you may be asked to provide a declaration of your health status, including disclosure of pre-existing medical conditions.

Desirable requirements

- Demonstrated ability to conduct research at an advanced level and superior knowledge and broad experience relevant to the position.
- Demonstrated understanding of the parliamentary and political environment including sensitivity to the requirements of clients in this environment.

Selection Criteria	
Capability Name	Capability Indicators
Judgement, common sense and strategic thinking applied to identify and analyse problems/key issues, determine alternative approaches and assess their consequences, and provide advice and recommendations.	• Provides authoritative and consultative advice on specialised area; • Presents logical arguments and evidence based conclusions for decision making; • Identifies strategic issues and risks and factors them into planning, decision making and priority setting.
Delivers quality results by managing self, time and resources and prioritise work to deliver outcomes on time. Accept responsibility and be accountable for quality of work to both internal and external clients.	• Establishes and reviews work plans to deliver objectives effectively; • Contributes to and co-ordinates input from others and negotiates changes to outputs, deadlines and resources; • Promotes and contributes to a client focus and continuous improvement; • Effectively manages self and team to deliver high standard of client focus and work quality.
People and leadership skills evidenced by working co-operatively as part of a team or group. Manages others effectively, models leadership behaviours and leads by example to deliver positive business outcomes.	• Leads, informs, influences and mentors in areas of expertise, and promotes broad objectives; • Actively contributes to a positive team environment and uses networks to obtain results; • Provides, seeks, values and acts upon constructive and regular feedback; • Promotes and shares learning and seeks opportunities for self-development.
Communicates effectively with colleagues and external stakeholders adapting communication styles to suit different situations.	• Prepares documentation to a high level and prepares drafts of more complex interpretive material; • Confidently and clearly informs stakeholders with regard to complex information and concepts; • Represents department in area of expertise, negotiates and influences outcomes both internally and externally
Builds & maintains productive working relationships with colleagues, clients and stakeholders (both internal and external) with a demonstrated	• Establishes co-operative relationships with clients and stakeholders to identify service requirements and to plan effectively for their delivery;

capability to nurture relationships; facilitate cooperation and partnership; value difference and diversity; and guide, mentor and develop people.	• Facilitates and promotes co-operation and awareness between work areas and organisations; • Seeks feedback from stakeholders to gauge satisfaction; • Proactively and persuasively conveys information and advice to external and internal stakeholders
Change responsiveness evidenced by an individual's response and approach to change including their ability to positively adapt, manage and implement change.	• Identifies and initiates change at the team/area/whole of department level and contributes to and supports change across all levels; • Leads change and supports others to adjust to change; • Responds positively and effectively to unexpected change and manages own and others' expectations; • Assesses the impact of change; identifies and implements solutions to support change agenda.
Professional ethics Demonstrated capability to be ethical and professional.	• Consistently behaves in a manner that complies with our Code of Conduct, Core VALUES, and our policies and procedures. • Recognises impact of own behaviour on others and modifies behaviour accordingly. • Develop understanding of own capabilities and seek opportunities for personal and professional development. • Values people for their contribution.