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## POSITION DESCRIPTION

### General Stream Band 1 to Band 8

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<b>POSITION TITLE:</b>	Transcriber
<b>Entity</b>	Legislature - General
<b>Unit</b>	Hansard
<b>Reports To (role)</b>	Supervisor Transcription Services
<b>Direct Reports:</b>	Nil
<b>Award and Band Level</b>	Tasmanian State Service Award Band 2
<b>Employment status</b>	Casual
<b>Location</b>	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 3 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, catering and dining, library and research, Hansard and ICT and broadcasting of proceedings.

## 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

## Position Purpose

The Parliamentary Reporting Service (Hansard) provides transcripts of the proceedings of the House of Assembly and the Legislative Council. These transcripts form the official record of the parliamentary debates. Transcripts are also provided of public and private hearings of parliamentary committees. Transcripts of parliamentary conferences and other meetings may also be required.

The transcriber is responsible for the accurate and timely transcription of parliamentary and committee proceedings using audio-digital recording software such as Liberty Court Recorder.

## Key Accountabilities

- Provide accurate and timely transcripts of parliamentary debate and committee hearings.
- Maintain accurate records in relation to transcript production. Follow the established protocols for document naming and filing.

## Key Challenges

- The production of Hansard and committee transcripts is a very structured process. However, the nature of debate means that circumstances arise that do not fit into standard procedures. Liaison with and reference to the Supervisor Transcription Services or the editorial staff may be necessary to ensure that the transcript is accurate.
- Maintain accurate records in relation to transcript production. Follow the established protocols for document naming and filing.
- Duties may be allocated within the capacity, qualifications, and experience to support the day to day and strategic operations of the Hansard service.

<b>Key Relationships</b>
<ul style="list-style-type: none"> <li>• Editor of Debates – collaborate with to build skills and create excellence in the role.</li> <li>• Supervisor Transcription Services – report to, receive advice and guidance, instructions and report progress against work plans as required. Provide support to achieve operational priorities.</li> <li>• Associate Editors - liaise regarding provision of transcription.</li> <li>• Work Team - contribute to a more positive and supportive work environment to create a sense of belonging.</li> </ul>

<b>Level of responsibility</b>
<ul style="list-style-type: none"> <li>• The transcriber is directly responsible for the accurate transcription of debates from the parliamentary Chambers or committee hearings within a reasonable time frame using the provided resources.</li> </ul>

<b>Essential requirements</b>
<ul style="list-style-type: none"> <li>• Competent computer and keyboard skills and ability to broaden computing experience as required.</li> <li>• Competent command of the English language, involving a sound knowledge of grammar, punctuation, and spelling.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>

<b>Desirable requirements</b>
<ul style="list-style-type: none"> <li>• Experience in the delivery of transcribing services and use of audio-digital recording systems.</li> <li>• A general knowledge of the processes and nature of parliamentary procedure.</li> <li>• A general knowledge of the history, geography, the political environment that operates in Tasmania, and national and international current affairs.</li> </ul>

<b>Selection Criteria</b>	
<b>Capability Name</b>	<b>Capability Indicators</b>
<b>Judgement, common sense and strategic thinking</b> applied to identify and analyse problems/key issues, determine alternative approaches and assess their consequences, and provide advice and recommendations.	<ul style="list-style-type: none"> <li>• Understands and solves problems using established procedures.</li> <li>• Makes timely and accurate routine decisions.</li> <li>• Understands where to locate information relevant to work tasks and seeks guidance on non-routine tasks and shows initiative.</li> </ul>
<b>Delivers quality results</b> 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.	<ul style="list-style-type: none"> <li>• Accurately completes assigned tasks within agreed timeframes and works independently on routine tasks.</li> <li>• Monitors and reorganises own tasks to reflect changes in priority and advises supervisor if delays are imminent or task cannot be completed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Effectively delivers tasks with a client focus.</li> </ul>
<p><b>People and leadership skills</b></p> <p>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.</p>	<ul style="list-style-type: none"> <li>• Works effectively in a team and actively participates in team discussions.</li> <li>• Identifies development opportunities for self and applies new knowledge.</li> <li>• Positively receives and responds to constructive feedback.</li> </ul>
<p><b>Communicates effectively</b></p> <p>with colleagues and external stakeholders adapting communication styles to suit different situations.</p>	<ul style="list-style-type: none"> <li>• Accurately prepares documentation using clear language.</li> <li>• Clearly and concisely communicates information and messages.</li> <li>• Actively listens to clients and colleagues and considers different ideas and responds appropriately.</li> </ul>
<p><b>Builds &amp; maintains productive working relationships</b></p> <p>with colleagues, clients and stakeholders (both internal and external) with a demonstrated capability to nurture relationships; facilitate cooperation and partnership; value difference and diversity; and guide, mentor and develop people.</p>	<ul style="list-style-type: none"> <li>• Establishes co-operative relationships with other team members to achieve outcomes.</li> <li>• Responds appropriately under direction to changes in client needs and expectations.</li> <li>• Understands client needs.</li> </ul>
<p><b>Change responsiveness</b></p> <p>evidenced by an individual's response and approach to change including their ability to positively adapt, manage and implement change.</p>	<ul style="list-style-type: none"> <li>• Aware of the need for change and positively participates in change;</li> <li>• Accepts and adapts quickly to change;</li> <li>• Responds positively and effectively to unexpected change.</li> </ul>
<p><b>Professional ethics</b></p> <p>Demonstrated capability to be ethical and professional.</p>	<ul style="list-style-type: none"> <li>• Consistently behaves in a manner that complies with our Code of Conduct, Core VALUES, and our policies and procedures.</li> <li>• Recognises impact of own behaviour on others and modifies behaviour accordingly.</li> <li>• Develop understanding of own capabilities and seek opportunities for personal and professional development.</li> <li>• Values people for their contribution and diversity.</li> </ul>