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## POSITION DESCRIPTION

### General Stream Band 1 to Band 8

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<b>POSITION TITLE:</b>	Manager, Parliamentary Reporting Services
<b>Entity</b>	Legislature - General
<b>Unit</b>	Parliamentary Reporting Services
<b>Reports To (role)</b>	Executive Director, Legislature-General
<b>Direct Reports:</b>	Associate Editor (x2); Supervisor Transcription Services; casual Hansard Subeditors; casual Hansard Transcriptionists
<b>Award and Band Level</b>	Tasmanian State Service Award Band 8
<b>Employment status</b>	Permanent Full Time
<b>Full Time Equivalent (FTE)</b>	1
<b>Ordinary Hours per week</b>	Average of 36.75 hours per week
<b>Location</b>	Parliament House, Hobart, Tasmania

<b>About Us</b>
<p>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:</p> <ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li><li>• 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, Parliamentary Reporting (Hansard), and ICT and broadcasting of proceedings.</li></ul>

### **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
- Work that has real impact for Members and the community.

### **Position Purpose**

The Manager, Parliamentary Reporting Services provides strategic leadership, operational oversight, and professional direction for the Parliamentary Reporting Services Unit. The role ensures the delivery of accurate, impartial, timely and high-quality transcripts of parliamentary debates and committee proceedings, consistent with established editorial and parliamentary standards.

Reporting to the Executive Director, Legislature-General, the role ensures services remain contemporary, authoritative, and aligned with parliamentary needs, while safeguarding the highest standards of impartiality, confidentiality, accuracy, and professional integrity.

The Manager leads and modernises reporting, transcription and publishing practices; drives digital innovation; strengthens editorial capability; and upholds the highest levels of confidentiality, impartiality and integrity. Operating with significant autonomy, the role provides authoritative advice on reporting policy, standards and technology, ensuring services remain contemporary, resilient and aligned with parliamentary requirements.

### **Key Accountabilities**

- Provide strategic and operational leadership to the Parliamentary Reporting Services Unit, fostering a culture of professionalism, wellbeing, impartiality and continuous improvement.
- Establish and maintain the editorial standards of parliamentary reporting, ensuring accuracy, consistency, impartiality, and adherence to parliamentary conventions.
- Coordinate the production and publication of parliamentary debates and committee proceedings, including online, ensuring outputs meet agreed time frames and quality standards.
- Develop and implement policies, frameworks and quality assurance processes that guide reporting, transcription, digital workflows, confidentiality and information governance.
- Develop, monitor and manage business plans and the budget to ensure efficient and cost-effective services aligned to strategic and operational objectives.
- Lead innovation in reporting, transcription and digital publishing, including research and technology adoption, and provide authoritative strategic advice to senior leaders.
- Represent Parliament in inter-parliamentary and professional forums, strengthening national networks and contributing to sector-wide development. Build strong relationships with Members, Presiding Officers, staff and external stakeholders.
- 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**

- Leading significant transformation arising from technological change in reporting, transcription, and publishing systems in line with the Digital Transformation Program.
- Balancing innovation (e.g. AI-assisted transcription, automated editing tools, digital publishing workflows) with the need to maintain editorial accuracy and impartiality.
- Managing shifting stakeholder expectations about immediacy, accessibility and availability of Hansard.
- Responding flexibly to unpredictable demands of parliamentary sittings, committee operations, and political priorities.

### **Key Relationships**

- Executive Director, Legislature-General – receive direction, provide advice, and align digital initiatives with broader enterprise priorities.
- Presiding Officers, Clerk, Members and Committees – engage and provide authoritative advice on Parliamentary Reporting Services and innovation.
- Staff within Parliamentary Reporting Services – lead, mentor, and ensure coordinated delivery.
- External Stakeholders – collaborate with other parliaments, digital agencies, vendors, and contractors to deliver innovation, specialised technology, transcription and publishing services.

### **Level of responsibility**

- The position operates with a high level of autonomy and is accountable for the quality, accuracy, integrity and timeliness of all parliamentary reporting outputs, under the strategic direction of the Executive Director, Legislature-General.
- Accountable for the quality, integrity, and alignment of initiatives with Parliament’s broader transformation objectives.
- Exercises sound judgement when assessing risks, allocating resources, managing staff and escalating matters appropriately.

### **Essential requirements**

- Demonstrated senior leadership experience in reporting, transcription, publishing, editorial management, digital content production or similar information-rich environments.
- Proven ability to lead organisational change, build capability and foster a culture of professionalism, impartiality and continuous improvement.
- Strong stakeholder engagement and communication skills, with ability to influence senior executives and elected Members.
- 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.
- 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**

- Tertiary qualifications in relevant discipline, and/or demonstrated relevant equivalent professional experience and training.
- Experience in parliamentary reporting or other complex editorial environments.
- Exceptional command of the English language, involving sound knowledge of grammar, punctuation, syntax, and sentence construction.
- Knowledge of parliamentary processes, operations, standing orders and the functioning of a bicameral legislature.
- Understanding of digital accessibility standards, modern publishing technologies and innovative approaches to content delivery and assessment of its appropriateness to the Parliament of Tasmania.

Selection Criteria	
Capability Name	Capability Indicators
<p><b>Judgement, common sense and strategic thinking</b></p> <p>applied to identify and analyse problems/key issues, determine alternative approaches and assess their consequences, and provide advice and recommendations.</p>	<ul style="list-style-type: none"> <li>• Provides definitive advice and recommendations directly to department's Executive Committee;</li> <li>• Identifies and analyses complex activities to make well informed, logical decisions and recommendations;</li> <li>• Proactively identifies and addresses issues taking a broad strategic approach;</li> <li>• Establishes strategic goals for the business unit and communicates the links between the work and department goals</li> </ul>
<p><b>Delivers quality results</b></p> <p>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.</p>	<ul style="list-style-type: none"> <li>• Delivers high standard department outcomes and projects;</li> <li>• Leads and manages staff performance, clearly communicates performance standards and expectations, provides feedback and rewards achievement;</li> <li>• Identifies and implements improvements to work functions and organisational efficiency;</li> <li>• Anticipates priorities and develops long term strategies.</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>• Leads, manages and develops people to build a diverse, positive and productive workplace;</li> <li>• Fosters teamwork by working collaboratively and co-operatively and encourages and recognises those behaviours in others;</li> <li>• Accepts and responds to constructive feedback and delivers feedback in a manner that gains acceptance and achieves resolution;</li> <li>• Actively manages people and performance, including underperformance and upward management.</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>• Prepares complex material and assists others to prepare final material;</li> <li>• Clearly articulates highly complex and difficult issues to staff and stakeholders;</li> <li>• Develops logical concepts and constructs clear arguments in support of preferred position and broader department context;</li> <li>• Represents department at a senior level to negotiate and influence outcomes both internally and externally on complex matters.</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</p>	<ul style="list-style-type: none"> <li>• Quickly builds and sustains positive relationships that provide a strong network and encourages stakeholders to work together to deliver outcomes;</li> <li>• Actively pursues professional networks and represents the department and Tasmanian Government effectively;</li> </ul>

<p>cooperation and partnership; value difference and diversity; and guide, mentor and develop people.</p>	<ul style="list-style-type: none"> <li>• Cultivates collaborative working relationships and partnerships and encourages others to do the same.</li> </ul>
<p><b>Change responsiveness</b> 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>• Looks for change and seizes opportunities to improve outcomes;</li> <li>• Takes a proactive, strategic and holistic view of change and its potential for positive impact on individuals, areas, external stakeholders and the department;</li> <li>• Leads change through influence and communication and secures stakeholder commitment to change;</li> <li>• Recognises the constant nature of change and maintains flexibility by anticipating and planning for change.</li> </ul>
<p><b>Professional ethics</b> 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>