



POSITION DESCRIPTION

General Stream Band 6

POSITION TITLE:	Research Officer
Entity	Legislative Council
Unit	Electorate Office
Reports To (role)	Deputy Clerk
Direct Reports:	Nil
Award and Classification	Tasmanian State Service Award, Band 6
Employment status	Fixed Term 6-year employment (up to May 2032)
Full Time Equivalent (FTE)	0.90 FTE (9 days per fortnight), 7.35 hours per day
Location	Margate (TBC)



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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, 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 position works with a Member of the Legislative Council to provide support across varied areas:

- Economics, Commerce and Industrial Relations
- Law
- Politics and Public Administration
- Social Policy, Health and Education
- Science, Technology, Environment and Resources, and
- Statistics

Research Officers are required to provide professional advice and services to a Member of the Legislative Council without political bias.

Key Accountabilities

- Assist the Member directly on request, both verbally and in writing.
- Provide research support to the Member.
- Undertake advanced level and complex research projects for the Member.
- Provide high level effective oral and written communication.
- Respond to requests from clients for analytical information either verbally or in writing by providing timely, accurate and apolitical analysis of data, issues, and concepts.
- Prepare, publish, and edit publications of the service.
- Negotiate with clients on priorities and deadlines.
- Provide professional constituent and office management services, ensuring service delivery reflects and supports the Member's priorities and views, while independently managing enquiries, correspondence and administrative operations to achieve effective, responsive and timely electorate outcomes.
- 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.



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Key Challenges

- Delivering initiatives and projects to the required standards and timeframes.
- Negotiating with external clients.

Key Relationships

- Members – provide professional support as required
- Electorate Officers and Casual Electorate Support Officers
- Parliamentary office holders – build and sustain effective collaboration with Legislative Council staff and office holders in order to optimise the effectiveness of the service to the Member of the Legislative Council and reinforce the reputation and integrity of the Member and Parliament in all dealings
- External stakeholders – contribute and participate in engagement activities, at all times upholding the reputation of the Member, the Parliament and the State
- Parliamentary Committees
- Parliamentary staff

Level of responsibility

- The role requires self-management and responsibility for responding to requests in applicable policy areas.
- The individual will assist and support other electorate staff as needed.

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.
- 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.



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Selection Criteria	
Capability Name	Capability Indicators
<p>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.</p>	<ul style="list-style-type: none"> • 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.
<p>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.</p>	<ul style="list-style-type: none"> • 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.
<p>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.</p>	<ul style="list-style-type: none"> • 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.
<p>Communicates effectively with colleagues and external stakeholders adapting communication styles to suit different situations.</p>	<ul style="list-style-type: none"> • 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.
<p>Builds & maintains productive working relationships 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"> • Establishes co-operative relationships with clients and stakeholders to identify service requirements and to plan effectively for their delivery; • 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.



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<p>Change responsiveness 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"> • 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.
<p>Professional ethics Demonstrated capability to be ethical and professional.</p>	<ul style="list-style-type: none"> • 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 and diversity.



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