



## QUEENSLAND PARLIAMENTARY SERVICE

### POSITION DESCRIPTION

<b>POSITION:</b>	Parliamentary Policy Officer (part-time 50%)
<b>SECTION:</b>	Cross Bench Members of Parliament Parliamentary Service
<b>LOCATION:</b>	Parliament House, Brisbane
<b>CLASSIFICATION:</b>	A07
<b>SALARY RANGE:</b>	\$ 2,103.50 per fortnight minimum \$ 2,252.50 per fortnight maximum
<b>REFERENCE NUMBER:</b>	
<b>DATE OF REVIEW:</b>	February 2021
<b>CLOSING DATE:</b>	

### APPOINTMENTS

Appointments to the position will be on the basis of a secondment, temporary appointment or contract of employment. The cross bench member, in consultation with the officer, has discretion to decide the appropriate work arrangements, hours and schedule of work for the officer. For example, the cross bench member may require the officer to work full-time during Parliamentary sitting weeks and work one or two days a week in non-Parliamentary sitting weeks.

### APPLICATIONS

Applicants are required to submit their applications through the Ethical Jobs web site.

### ENVIRONMENT

Members of Parliament usually have three roles; parliamentarian, constituency representative, and party member. The different roles may place competing demands on a Member's time. Members may hold additional parliamentary or party office role such as being a member of a parliamentary committee.

## **PRIMARY OBJECTIVES**

To provide policy and administrative support, strategic analysis of governance and legislative matters, and advice to the cross bench member in relation to their Parliamentary functions.

## **REPORTING RELATIONSHIPS**

The occupant of this position will report to the Electorate Officer and the relevant cross bench member.

## **SUPERVISORY RELATIONSHIPS**

The occupant of the position has no supervisory responsibilities.

## **DUTIES AND RESPONSIBILITIES**

As Parliamentary Policy Officer you will provide policy and strategic advice and administrative support to the member in relation to their Parliamentary work and policy priorities.

The successful applicant will be required to undertake a range of duties which will include:

1. Work with the member to determine a strategic direction for the member's parliamentary work.
2. Undertake sensitive, detailed and complex research and analysis, including the scrutiny of bills, contribute to the drafting of reports and prepare briefing papers and other background material to support the cross bench member's parliamentary functions.
3. Prepare timely and high quality advice, correspondence, speeches, submissions, discussion papers, briefing notes, oral briefings, research papers, statistical information and reports for the cross bench member on matters relevant to their parliamentary functions.
4. Coordinate and critically examine parliamentary briefing materials such as policy briefs and proposals, committee work and inquiry preparation and reports, Private Members' Bills, Motions and Speech Notes.
5. Support the cross bench member in fulfilling their Parliamentary Committee responsibilities through reviewing submissions and briefing papers and providing the cross bench member with expert, timely and authoritative advice on these matters.
6. Develop and maintain collaborative partnerships with key parliamentary stakeholders and officers including with the Clerk's Office, Table Office, Office of the Queensland

Parliamentary Counsel and Departmental Officers.

7. Develop and maintain collaborative partnerships with key stakeholders, peak bodies and community groups relevant to the member's parliamentary and policy work.
8. Support the cross bench member by providing administrative support for Parliamentary sittings and Committee meetings including briefing the member on their parliamentary schedule, managing the cross bench member's time for each sitting day and preparing briefs to support meetings.
9. Provide knowledgeable advice to the cross bench member in relation to Parliamentary Procedures, Standing Orders, the Parliamentary Handbook and committee work.
10. Maintain confidentiality and exercise discretion.
11. Undertake any other duties directed by the cross bench member relevant to their parliamentary functions.
12. Coordinate media for the member and contribute to social media and other communications about the member's parliamentary work and policy priorities.
13. Assist the MP to coordinate events, meetings and forums relevant to the member's parliamentary work, including pathways for communicating that work to the community, and gathering feedback.

## **SELECTION CRITERIA**

### **Professional Qualifications**

1. A tertiary qualification in a relevant discipline is highly desirable.

### **Experience**

2. Experience in a variety of public sector, non-government or community based organisations would be desirable, as well as considerable exposure to the parliamentary system.
3. Experience working for social and political change in any setting, including community-based and unpaid roles.
4. Experience doing media work, or willingness to learn.

### **Skills, Knowledge and Abilities**

5. Previous experience in research and analysis of information such as policies, legislation, submissions and reports.
6. Demonstrated high level written communication skills, including a demonstrated ability to draft accurate and high quality briefing papers and reports in a timely way.
7. Demonstrated high level oral communication and interpersonal skills, including the ability to

communicate and effectively liaise, consult and negotiate with a diverse range of internal and external stakeholders.

8. Well-developed and demonstrated organisational, administrative and prioritizing skills to deliver outcomes while working to deadlines under pressure.
9. Thorough knowledge of, or the ability to rapidly acquire knowledge of government and the operation of Queensland's Legislative Assembly.

## **ADDITIONAL INFORMATION**

### **Restricted Activities**

The primary purpose of the position is to support the activities of the cross bench member in undertaking their parliamentary responsibilities.

The following "restricted activities" are not to be performed in course of undertaking official duties and responsibilities summarised above:

1. Parliamentary Policy Officers may not, in the course of official duties, undertake political electioneering or campaigning activities, defined as:
  - soliciting financial support (e.g. subscriptions, donations, membership) for a member, political party or a candidate;
  - undertaking or attending activities for the overt purpose of encouraging a general exhortation to support (e.g. vote for) a particular person, political policy or political party; or
  - distributing material featuring political party logos or how to vote instructions in favour of a particular candidate or political party.
2. Parliamentary Policy Officers may not, in the course of official duties, provide "professional advice" (e.g. financial advice, legal advice).
3. The Parliamentary Policy Officer is for the purposes of supporting the cross bench member in their Parliamentary functions and may not be tasked with assisting with the cross bench member's electorate or political party functions.

Should a Parliamentary Policy Officer wish to undertake any of the restricted activities above, activities must be conducted outside of official working hours or during periods of official leave, and may not be undertaken using parliamentary or electorate office resources.

### **Employment Screening**

The successful applicant will be required to submit a National Criminal History Check prior to appointment. A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment. All personal information obtained in the application process will be treated confidentially and held securely by the Parliamentary Service.

### **Connected Party**

In applying for this role you confirm that you are not a 'connected party' to the cross bench member as defined in section 1.5 the *Member's Remuneration Handbook* (accessible at

<https://www.parliament.qld.gov.au/documents/Members/entitlements/Remuneration%20Handbook.pdf>).

### **Information Security Clause**

The occupant of the position may, through the course of their employment, have access to many sources of information. When dealing with information of the Parliamentary Service, employees are not to access, use or release information without an official purpose related to the performance of their duties and then only in accordance with Parliamentary Service policy.