

LEGISLATIVE ASSEMBLY
FOR THE AUSTRALIAN CAPITAL TERRITORY



Deputy Clerk and Serjeant-at-Arms

Position Number: E200

Classification: Executive Officer Level 1.1

Branch: Parliamentary Support

Location: Canberra City/Ngunnawal Country

Who are we

The Office of the Legislative Assembly (OLA) is an impartial statutory agency which provides procedural and administrative advice and support to the Assembly and its committees. It is headed by the Clerk of the Assembly and is governed by the *Legislative Assembly (Office of the Legislative Assembly) Act 2012*.

OLA comprises three branches: the Office of the Clerk, Parliamentary Support, and Business Support. The Parliamentary Support Branch is responsible for providing impartial advice and support services to the Legislative Assembly, its committees, and Members of the Assembly and their staff, and includes Chamber Support; Committee support; Hansard; and Assembly Library functions.

Parliamentary Support Branch

Reporting directly to the Clerk of the Legislative Assembly and with overall management responsibilities for the Parliamentary Support Branch of the Office, the Deputy Clerk and Serjeant-at-Arms is a key leadership position within the Office. The Parliamentary Support Branch is currently responsible for approximately 25.5 staff (FTE), an annual budget of \$3.2m and comprises the following four sections:

1. Chamber Support;
2. Committee Support;
3. Hansard; and
4. Library Services.

The Deputy Clerk and Serjeant-at-Arms is a member of the Office's Executive Management Committee and provides advice to the Speaker, MLAs and committees on parliamentary law, practice and procedure.

The Job

The Deputy Clerk and Serjeant-at-Arms is responsible to the Clerk for the following:

- Providing strategic policy direction, oversight and management direction in relation to the Office's chamber support, committee support, Hansard and library functions and services.
- Performing the duties of:
 - Clerk-at-the-table during Assembly sittings.
 - Secretary to the Standing Committee on Justice and Community Safety (Legislative Scrutiny role).
 - Clerk in an acting capacity where the Clerk is absent.
- Providing high level advice to MLAs, Assembly staff and external stakeholders in relation to the Assembly's and its committees' parliamentary operations, including advice on the interpretation and application of the Assembly's standing orders; parliamentary law, Assembly practice and procedure; and relevant administrative practices.
- Providing immediate, concise and accurate procedural advice to the Speaker and MLAs in relation to business before the Assembly, maintaining constant awareness of the progress of business before the Assembly, and ensuring an accurate and complete recording of Assembly proceedings.
- Ensuring the accuracy, currency and completeness of relevant guides and administrative manuals reflecting the accepted practices and procedures of the Assembly and its committees.
- Overseeing appropriate record and information management practices in relation to parliamentary and committee papers and documents to meet relevant legislative, parliamentary and policy based requirements.
- Managing the performance and development of direct reports, including the provision of feedback, coaching and mentoring to build knowledge and capability.
- Assist in the external relations functions of the Assembly, including assisting with Commonwealth Parliamentary Association and Twinning activities.

Serjeant-at-Arms

The Serjeant-at-Arms is, by custom, a long-established high-profile position recognised in Westminster-style Parliaments. The Deputy Clerk, Parliamentary Support also takes on the role of the Serjeant-at-Arms which includes responsibility for ceremonial events, members' accommodation and security of the Chamber.

The Serjeant-at-Arms carries the Mace at the start and end of each sitting day, and on other ceremonial occasions.

What we are looking for

This position requires a leader with extensive parliamentary and executive management experience in a complex and dynamic environment. You have a strategic focus, experience managing high profile issues and a history of exercising sound judgment.

You have strong influencing, negotiation and engagement skills and experience in building and using relationships and networks with internal and external stakeholders to advance organisational objectives.

You bring people on board with your ideas and motivate them to bring their best to their role, while supporting their professional development.

You will be guided by the highest ethical standards, be impartial and have a reputation for integrity. You will also have a proven capacity to navigate complex political and administrative environments in a way that gives key stakeholders a high level of confidence in your decision-making capabilities.

1. Leads and values people

- Motivates and develops people
- Values diversity and respects individuals
- Builds a culture of improving practice

2. Shapes strategic thinking

- Inspires a sense of purpose and direction
- Encourages innovation and engages with risk
- Thinks broadly and develops solutions

3. Achieves results with integrity

- Develops organisational capability to deliver results
- Manages resources wisely and with probity
- Progresses evidence-based policies and procedures
- Shows sound judgement, is responsive and ethical
- Ability to demonstrate and model professionalism and probity in the context of parliamentary service.

4. Fosters collaboration

- Listens and communicates with influence
- Engages effectively with key stakeholders
- Builds and maintains key relationships

5. Parliamentary and service focus

- Astute political acumen and environmental scanning and extensive knowledge of parliamentary processes including, relevant constitutional and legislative requirements, parliamentary practice and procedures, standing orders, and the processes of statutory and subordinate law-making
- Provide high level, authoritative, expert and complex apolitical advice on matters related to the functions of the Legislative Assembly, Committees and Assembly Members
- Understands, anticipates and evaluates stakeholder needs
- Works to improve outcomes

In addition, Senior Executive Service (SES) Members must do their job in accordance with the closing the gap principle. Further information about the closing the gap principle is included in section 8(4) of the [Public Sector Management Act](#).

Qualifications

Essential

- This is a position of trust and as such applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 2".

Desirable

- Related post-secondary education, preferably in business, public administration, law, history or political science.
- Extensive knowledge of and previous experience in parliamentary processes.

Special Requirements

It is a requirement of all Office staff to work within the requirements of the Public Sector Management Act (1994), OLA policies and to declare any conflicts of interest which would:

- jeopardise or diminish the confidence in the officer by members; or
- otherwise impede the efficient and effective performance by the officer of their duties.

This position requires working long and unpredictable hours during the sittings of the Assembly and the incumbent must be available for duty outside normal hours. Leave will be restricted during these periods.

During Assembly sitting periods the position also involves being in a sitting position for long periods of time where movement and stretching opportunities will be limited.