



Office of the Legislative Assembly – Job Description

POSITION TITLE	Education and Engagement Officer - Casual	BRANCH	Office of the Clerk
CLASSIFICATION	Administrative Service Officer 4/5	BUSINESS UNIT	
POSITION NUMBER	106	REPORTING TO	Manager, Education and Engagement

Organisation	Duties/Responsibilities	Capabilities/ Selection Criteria
<p>The Office of the Legislative Assembly is an independent statutory agency established under the <i>Legislative Assembly (Office of the Legislative Assembly) 2012 Act</i> (the OLA Act).</p> <p>The Office’s function is to provide impartial advice and support to the Legislative Assembly, its committees, and members of the Assembly and their staff, including by:</p> <ul style="list-style-type: none"> • Providing advice on parliamentary practice and procedure and the functions of the Assembly and committees. • Reporting proceedings of the Assembly and meetings of committees. • Maintaining an official record of proceedings of the Assembly. • Providing library and information facilities and services for members. • Providing staff to enable the Assembly and committees to operate efficiently. • Providing business support functions, including administering the entitlements of members who are not part of the Executive. • Maintaining the Assembly precincts (including, through the Precincts Act, providing security services). • Providing public education about the function of the Assembly and committees. <p>The Office is headed by the statutory office of the Clerk of the Legislative Assembly, who is the Office’s equivalent to a Chief Executive.</p> <p>The Office and its staff are not subject to the direction of the Executive or any Minister in the exercise of its functions.</p>	<p>Under broad direction of the Manager, Education and Engagement:</p> <ul style="list-style-type: none"> • assist with the management and delivery of education and engagement related events such as constitutional conventions, school debates, school and community group visits, Speaker’s citizenship evenings etc; • assist with the development of program resources associated with the education and engagement function (e.g. classroom resources, website resources, Australian Civics and Citizenship Curriculum integration, roleplays etc) • minimise the business continuity risk associated with the unforeseen absence of one or more staff members (for instance, where staff are unavailable for a period or where the Education and Engagement officer is called upon to perform chamber tasks); • represent the Assembly in dealings with the public, education institutions, government agencies and parliaments; and • assist in the public affairs and engagement activities relating to social media, video production and content management responsibilities associated with planned digital signage to be installed on London Circuit. 	<p>Demonstrates Professionalism</p> <ul style="list-style-type: none"> • Exemplifies ethical conduct, personal drive and resilience • Exercises judgement, discretion, tact • Values and understands parliamentary service • Respects colleagues and clients <p>Communication</p> <ul style="list-style-type: none"> • Communicates clearly and concisely • Understands audiences and tailors messages • Negotiates effectively <p>Improve Outcomes and Innovation</p> <ul style="list-style-type: none"> • Uses resources efficiently • Anticipates and responds to challenges • Commits to the development of skills in self and others • Takes responsibility for solving problems <p>Build Effective Relationships and Working Collaboratively</p> <ul style="list-style-type: none"> • Nurtures internal and external relationships • Facilitates cooperation and partnerships • Listens to and understands the needs of others • Harnesses and shares information <p>Adopt Strategic Thinking</p> <ul style="list-style-type: none"> • Supports shared purpose and contributes to organisational governance • Thinks creatively and strategically • Adapts to change <p>Job Specific</p> <ul style="list-style-type: none"> • Proven skills in the development, implementation and evaluation of education programs. • Knowledge of the role of parliaments and their procedures, or the ability to acquire such knowledge quickly.