



## Role Description

<b>Position Title:</b>	Executive Officer	<b>Work Location:</b>	Parliament House, Adelaide
<b>Classification:</b>	Equivalent to SAES Level 1	<b>Reports to:</b>	Joint Parliamentary Service Committee
<b>Entity/Division:</b>	Joint Parliamentary Service	<b>Direct Reports:</b>	8
<b>FTE:</b>	1.0 FTE	<b>Job Status:</b>	Contract

### ABOUT US

The Joint Parliamentary Service Committee (JPSC) is a Standing Committee of the Parliament of South Australia (Parliament). It consists of the President of the Legislative Council, the Speaker of the House of Assembly and two Members from each House. The JPSC is responsible for the administration of the Joint Parliamentary Services.

The Executive Officer, reporting to the JPSC, is responsible for the strategic, operational, and financial management of the Joint Parliamentary Services and its workforce.

The Executive Officer's responsibilities include providing services to a diverse customer group, encompassing the two Houses of Parliament and Joint Parliamentary Services and, where applicable, the broader Parliamentary community including Members of Parliament, Senior Management, Parliamentary Officers, Parliamentary Advisers and Electorate Officers.

### KEY OBJECTIVES

- Lead reforms, achieve organisational change and improve the effectiveness of joint service delivery.
- Establish effective liaison with Members of Parliament ensuring their needs are met.
- Direct the development of and provide governance for all parliamentary wide policies in conjunction with the Clerk of the Legislative Council and Clerk of the House of Assembly.
- Monitor and manage performance of section heads within Joint Parliamentary Service.
- Lead and promote behaviours and practices throughout the Parliament that engender workplace equality and respect in collaboration with the Clerks of the respective Houses.

## RESPONSIBILITIES

The primary purpose of this position is to lead and manage the operations of the Joint Parliamentary Service (JPS) while ensuring policy direction across the Parliamentary workplace. In addition to the JPS, this role is responsible for providing secretarial services to the JPSC and is a member of the Management Advisory Committee, consisting of the Clerk of the Legislative Council and the Clerk of the House of Assembly. This includes but not limited to:

- Implement strategic and customer focused policies, strategies, and services relative to the functional areas of accountability, including financial management, procurement and contract management, risk and audit, information technology, human resource management, and services to parliamentarians.
- Provide expertise and leadership to ensure the efficient and effective delivery of strategy and business services to the Parliament of South Australia.
- Provide strategic leadership and lead a culture that identifies opportunities for improving service delivery by fostering an environment of continuous improvement and increased capability that ensures the success of delivery of corporate services.
- Provide high level strategic and targeted advice as a member of the Management Advisory Committee to ensure that the Joint Parliamentary Service delivers value and quality services as well as high level, timely advice to the JPSC, and other senior officers as required.
- Manage strategic and politically sensitive issues and identify unresolved and/or emerging issues in areas of responsibility.
- Represent the Parliament of South Australia on various boards, committees and working parties as required.
- Lead the efficient and effective operational and organisational management of a dedicated team by ensuring an ethical, safe, and healthy work environment, free from discrimination is provided for all employees.
- Develops a strong culture of innovation across Joint Parliamentary Service.
- Manages change and continually improves business structures, resource management and operational activities to best respond to a changing business environment.

## KEY SELECTION CRITERIA

- Shapes strategic thinking and change – anticipates and plans for future events, trends, problems and opportunities, and exercises sound judgement. Develops creative solutions, stimulating new ways of thinking and solving problems.
- Achieve results – makes timely, quality decision taking a broad range of factors into consideration. Evaluates reasonable risk-taking opportunities. Sets broad organisational goals and priorities in order to drive results consistent with the Parliament's direction and public expectations.
- Drives business excellence - builds an effective, sustainable, and high performing organisation through leadership. Engages and aligns human, financial and information resources to achieve strategic targets. Plans for future organisational needs to minimise risk and maximise opportunity. Leads organisational change that maximises results.
- Forges relationships and engages others - builds effective working relationships, networks, and partnerships with internal and external bodies at all levels. Creates a commitment to customer

service excellence. Actively listens to what others have to say and responds in a clear, concise, and diplomatic manner. Adapts communication style as appropriate.

- Exemplifies personal drive and professionalism - models ethical practice and embeds values into the culture of an organisation. Acts with integrity while promoting consistency among principles, values, and behaviours. Sets challenging personal and organisational performance standards and pursues them with passion and energy.

## KEY RELATIONSHIPS/INTERACTIONS

### Internal

- Joint Parliamentary Service Committee.
- Clerk of the Legislative Council.
- Clerk of the House of Assembly.
- Managers.

### External

- Members of Parliament.
- Senior office holders in other parliamentary jurisdiction, and networks across the South Australian Public Sector.

## QUALIFICATIONS

- Essential:
  - Tertiary qualifications in either business, legal studies, accounting, finance, economics, management, or other relevant tertiary qualifications.

**PRE-EMPLOYMENT SCREENING REQUIREMENTS**

- All appointments are subject to reference checks, pre-employment assessment, and National Police Clearance.
- The inherent requirements of the role and intrinsic risk(s) will be considered in assessing prior conviction notifications and declarations of misconduct in previous workplaces.

**ADDITIONAL INFORMATION**

- The appointment is made pursuant to the *Parliament (Joint Services) Act 1985 (SA)* and, while the provisions of the *Public Sector Act 2009 (SA)* do not apply to this position, Public Sector conditions apply, and entitlements are transferable.
- There may be a requirement to work outside of normal working hours.
- Leave may be restricted during the sittings of the Legislative Council and House of Assembly.
- Any person who is, and is seen to be, active in political or electoral affairs and intends to carry on this activity may compromise the strict political neutrality of this position and could not be considered for appointment.
- Employees are required to comply with all health, safety and risk management policies and procedures of the Parliament and take all reasonable care that any actions or omissions do not impact on the health and safety of others in the Parliament of South Australia.
- Employees must observe the Parliament of South Australia Code of Conduct and comply with the Conduct Standards in the Code.

**CERTIFIED CORRECT**

Chairperson of the Joint Parliamentary Service Committee: \_\_\_\_\_

Date: / /

x: \_\_\_\_\_ Date: / /