



DEPARTMENT OF LEGISLATURE

JOB DESCRIPTION — LEGISLATIVE SERVICES DIVISION



JOB TITLE: HEAD OF LEGISLATIVE SERVICES DIVISION

CORPORATE INFORMATION

1. Position Level : US04
2. Salary Range :
3. Duty Station : Government Buildings, Suva
4. Reporting Responsibilities;
 - a) **Reports To:** Deputy Secretary-General to Parliament
 - b) **Liaises with:** Executive Management, Honourable Members of Parliament and Parliamentary Staff
 - c) **Subordinates:** All Staff in the Legislative Services Division (3 Units – Committees Unit, Tables and Journals Unit and Hansard Unit)

POSITION PURPOSE

The position supports the Office of the Secretary-General to Parliament in the conduct of the business of the House through the provision of policy and procedural advice to the Speaker, Members of Parliament, Parliamentary staff and the external stakeholders, in relation to the proceedings of the House, including advice on the interpretation and application of the Standing Orders, practice and procedure, and administrative practices.

KEY RESPONSIBILITIES

1. To support the Office of the Secretary-General to Parliament in the preparations for Parliament sittings with respect to the daily business of the House and its Committees;
2. To provide accurate, reliable and timely procedural and policy advice to the Executive Management as and when required;
3. To set strategic priorities, goals and outputs for the Legislative Services Division through the development of its Planning documents that are widely consulted;
4. Develop reports, briefing papers to the Executive Management on the performance of the Division against its Key Performance Indicators as highlighted in the Operational Plan;
5. Maintain a comprehensive understanding of work being undertaken by the respective units in the Division, and manage the provision and allocation of staffing resources to maximise the efficiency and effectiveness of these operational areas;
6. To provide oversight role and ensure that all Parliamentary procedures and documents comply with stipulated policies and legislative framework set out in the Constitution and the Standing Orders; and
7. Manage Divisional Staff (**3 Units**) by assisting in the recruitment process, identification of training needs, coaching employees, communicating job expectations and appraising their performance.

PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Provision of reliable, accurate, timely and impartial high level procedural and policy advice to the Executive Management and Members of Parliament;
2. All Parliamentary documents and reports are compiled within agreed timelines and required standards;
3. All corporate reporting requirements are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analysis of data and any recommendations for improvement;
4. All plans are developed, endorsed and implemented within the agreed timelines and specific requirements; and
5. Actively participates in the planning, policy formulation and other Corporate Services initiatives of the Department.

PERSON SPECIFICATION

Essential Qualification:

A relevant Post Graduate qualification with an Undergraduate Degree or equivalent from a recognised institution with at least 3-5 years relevant work experience.

The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 3-5 years of working knowledge and on management supervisory role;
2. Good understanding of the Fijian Constitution and Standing Orders of the Parliament of the Republic of Fiji; and
3. Working knowledge of public sector administration and financial management policies and procedures.

SKILLS AND ABILITIES

1. Organisational abilities and the ability to be impartial, confidential and to make firm decisions;
2. Experience in the management and leadership of political relationships, and evidence of being accustomed to working and succeeding in complex political and governmental settings;
3. Demonstrated ability to manage demanding workload and tight deadlines;
4. Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels and proven team leadership skills and abilities;
5. Ability to analyse complex policy issues and evaluate competing arguments;
6. Ability to maintain confidentiality of information;
7. Excellent written and verbal communication skills including public relations skills;
8. Service oriented approach and ability to develop, co-ordinate and maintain stakeholder relationships; and
9. A good working knowledge in Microsoft Office Suite and in particular Word, Excel and PowerPoint.

PERSONAL CHARACTER AND POLITICAL NEUTRALITY

The Department of Legislature operates in a politically sensitive environment. Any person who is, and is seen to be active in political affairs and intends to publicly carry on this activity, may compromise the strict political neutrality of the Department of Legislature and cannot be considered for employment.

All applicants for employment in the Department of Legislature must be under the age of 55, in sound health, with a clear police record. The successful applicant will be required to provide a police clearance report and medical certificate.

The Department of Legislature is an Equal Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.