



## DEPARTMENT OF LEGISLATURE

### JOB DESCRIPTION — LEGISLATIVE SERVICES DIVISION



**JOB TITLE: HEAD OF LEGISLATIVE SERVICES**

#### CORPORATE INFORMATION

1. Position Level: Band K
2. Salary Range: \$59,945.18 – \$76,852.80
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:** Managers and staff

#### 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 Deputy Secretary-General, Speaker, Members of Parliament, Parliamentary staff and external stakeholders, in relation to the proceedings and process of Parliament, including advice on the interpretation and application of the Standing Orders, practice and procedure, and administrative practices.

#### KEY RESPONSIBILITIES

1. Provide support to the Office of the Secretary-General to Parliament in the preparations for Parliament sittings with respect to the daily business of the Parliament 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 consultative review and development of its corporate planning documents;
4. To ensure the provision of efficient and effective secretariat support towards the oversight and legislative work of Parliament and its Committees and ensure that all Parliamentary procedures, practices and documents comply with stipulated policies and legislative framework set out in the Constitution and the Standing Orders;
5. To ensure the effective and efficient delivery of the Parliament's public engagement functions as facilitated by its civic, education and media programmes;
6. Ensure the production of periodical reports and briefing papers to the Executive Management on the performance of the Legislative Services Division against its Key Performance Indicators as outlined in the yearly Operational Plan;

7. Maintain a comprehensive and operational understanding of work undertaken by the business units in the Division, and manage the provision and allocation of staffing and other resources to maximise the efficiency and effectiveness of these operational areas;
8. Manage Divisional Staff (**5 Units**) by assisting in the recruitment process, identification of training needs, coaching employees, communicating job expectations and appraising their performance;
9. Coordinate any other Divisional activities required to meet the Department's strategic objectives.

### **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 Office of the Secretary-General, 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 supervisory 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, current Standing Orders of the Parliament of the Republic of Fiji, Parliamentary Remunerations Act 2014, Parliamentary Powers and Privileges Act 1965 and other relevant legislation; and
3. Working knowledge of Parliamentary systems, 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. Excellent written and verbal communication skills including public relations skills;
7. Service oriented approach and ability to develop, co-ordinate and maintain stakeholder relationships; and
8. A good working knowledge in Microsoft Office Suite, in particular Word, Excel and PowerPoint, MS Office 365, and virtual meeting platforms such as Microsoft Teams, Zoom etc.

### **PERSON 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 engage and continue such 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 and with a clear police record. The selected applicants will be required to provide a medical certificate, COVID-19 vaccination/exemption evidence and police clearance prior to taking up duty.

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.

Advisory on COVID-19 vaccination: Please note that in order to ensure regulatory compliance with the Health and Safety at Work (General Workplace Conditions) (Amendment) Regulations 2021, it is now mandatory for all civil servants to be vaccinated as a condition of employment to protect employers, employees, customers and the general public at workplaces from COVID-19. The successful appointee should be fully vaccinated against COVID-19 unless exempted.