



JOB TITLE: SUB EDITOR

CORPORATE INFORMATION

1. Position Level: Band H
2. Salary Range: \$34,760.31 - \$44,564.50
3. Duty Station: Hansard Unit – Legislative Services Division.
4. Reporting Responsibilities:
 - **Reports To:** Editor of Debates
 - **Liases with:** Parliamentary staff in Tables and Committees, Library/Research, and IT Unit.
 - **Subordinates:** Hansard Reporters and Assistant Hansard Reporters.

POSITION PURPOSE

This position reports directly to the Editor of Debates (EOD) and is responsible for supervising Hansard Reporters and Assistant Hansard Reporters including finalizing all reports, verbatim and documents for the final approval of the EOD. This position will also support the EOD in providing advice for the proceedings of the House and Committees, management of the Hansard Unit and will from time to time perform the duties of EOD in the absence of the incumbent.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities:

1. Produce the edited transcripts of debates and verbatim (final draft) for EOD.
2. Supervise and manage the work of Assistant Hansard Reporters and Hansard Reporters.
3. Responsible for the compilation of corporate reporting requirements for the Unit.
4. Oversee indexing and bound volumes of Hansard and Verbatim including providing transcripts for external contractors as required.
5. Provide technical and administrative support to EOD as and when required.
6. Actively contribute to the Unit's and Department's corporate requirements, including planning, managing and human resource activities, as well as knowledge management and other best practices.

KEY PERFORMANCE INDICATORS

1. Timely and quality production of edited transcripts (final draft) of debates, verbatim and other parliamentary proceedings.
2. Effective and efficient completion of all reporting requirements for Hansard and Assistant Hansard Reporters.
3. Effective and efficient completion of corporate reporting requirements for the Unit.
4. Effective and efficient indexing and journalising of all Hansard Reports and Verbatim.
5. Actively participate in corporate initiatives including information and knowledge-building initiatives.

PERSON SPECIFICATION

In addition to an Undergraduate Degree in Journalism and Language or Diploma in Secretarial Studies equivalent from a recognised institution, the following Knowledge, Experience, Skills, and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 5-7 years of working as a Hansard Reporter with proven discretion and ability to work independently without supervision, as well as effectively demonstrating proficiency in editing and proofreading skills.
2. Good command of the English language with excellent knowledge of English grammar, syntax and language usage, vocabulary, punctuation, and spelling.
3. Proven time management, organisational, decision-making, and problem-solving skills, and excellent judgment.
4. Sound knowledge of Parliamentary practices/procedures and democratic systems of governance; a comprehensive working knowledge of Fijian politics and keeping abreast with current affairs and general knowledge; as well as a good understanding of the 2013 Constitution, Standing Orders of the Republic of Fiji, General Orders, public sector administration and financial management policy and procedures.

Skills and Abilities

1. Good listening skills with the ability to edit on-screen quickly and accurately under pressure within deadlines.
2. Possess strong research skills and very knowledgeable about the varying topics of debate.
3. Ability to work long and irregular hours during Parliamentary sittings and the ability to adapt to changing circumstances whilst maintaining the required work performance and output.
4. High competence in computer work and proficiency with various PC-based software, including Microsoft Office, voice recognition, digital audio transcription and FTR software.

PERSON CHARACTER AND POLITICAL NEUTRALITY

Parliament 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 Parliament and cannot be considered for employment.

All applicants for employment in Parliament must be under the age of 60, in sound health, with a clear police record. The selected applicants will be required to provide a medical certificate and police clearance prior to taking up duty.

The Parliament of Fiji 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.