**Thank you for your interest in a position with the Queensland Parliamentary Service.**

The Parliamentary Service is constituted by the Parliamentary Service Act 1988. The role of the Parliamentary Service is to provide the Legislative Assembly, its Committees, the Speaker and Members with advisory, procedural, research, Hansard and administrative support services of a high standard to assist them to undertake effectively their constituency and parliamentary duties.

Members of Parliament engage one full-time Electorate Officer and one full-time Assistant Electorate Officer to assist the Member in maintaining the operation of an Electorate Office. In larger electorates Members may engage an additional Electorate Officer.

Electorate Officers and Assistant Electorate Officers are Parliamentary Service employees. The terms and conditions of employment of Electorate Office Staff are outlined in the Parliamentary Service Act 1988, the Queensland Parliamentary Service Award – State 2015, relevant Certified Agreements and administrative arrangements approved by the Clerk of the Parliament or the Speaker.

**Before applying for an advertised role you should:**

**Review the position description**

The position description provides applicants with information about the position and the work area. It describes the duties and responsibilities of the position. It also outlines the selection criteria and informs you whether you need to respond to selection criteria.

**Review the selection criteria in the position description**

The selection criteria describe the skills, abilities, knowledge and qualifications required to achieve the outcomes of the position.

**Your application:**

Please refer to the position description and Smart Jobs advertisement for details on what you should include in your application, as this may vary. Although there is no right or wrong format for your written application, it is suggested that you include the following information in your application:

A brief covering letter including your name, contact address, telephone number and the vacancy reference number.

Your current resume, outlining your work experience including where you have worked, positions held, period of employment, major responsibilities and duties performed. Also include detail of your education and any relevant qualifications.

Contact details of at least two referees who could provide comments on your work performance including their name, title, address and telephone number.

Responses to the selection criteria may not be required. Please refer to the relevant position description to see if you need to respond to the selection criteria for the position for which you are applying. If you are responding to selection criteria you should describe how you meet each criterion. It is suggested that each criteria be headed and answered separately. Where ever possible provide examples and reasons which demonstrate how you meet the criteria rather than simply stating how that you meet the criteria

**Submitting your application:**

Please refer to the Smart Jobs advertisement and the position description on how to lodge the application for the position for which you are applying. A variety of methods to lodge applications may be used and include:

**Smart Jobs and Careers**

The Smart Jobs and Careers website now offers job seekers and applicants the facility to apply for vacancies on-line and track the progress of their application. It also offers the ability to maintain your personal details of registration and withdraw applications on-line.

Applicants may utilise the on-line facility by visiting <https://smartjobs.qld.gov.au> website.

**Directly to the relevant Electorate Office**

Refer to the Smart Jobs advertisement or the position description for details.

**HR Services**

Via HR Services – peopleandculture@parliament.qld.gov.au (Job Ad Reference number only in the subject line).

**Selection Process:**

**After the position has closed, we will assess all applications.**

**Shortlisting and Interview**

Your application will be assessed when the position has closed. From this process of shortlisting, applicants are selected to be interviewed. If you are successful in obtaining an interview you will be contacted by telephone. The interview will be interactive and structured, consisting of a series of questions based on the position description. The interview is designed to help the Member assess how well you match the position description. At interview, applicants will have the opportunity to explain and expand on the information provided in their applications.

**Other Selection Techniques**

For some positions other selection techniques in addition to an interview may be used in the selection process. These may include some form of testing or work sampling, where applicants are asked to perform some part of the job. Applicants contacted to attend an interview will at the same time be informed if and when other selection techniques will be used.

**Referees**

Following the interview, referees will be contacted for those applicants with the strongest overall performance to verify information provided by the applicant. Referee checking is undertaken to assist the panel in reaching a selection decision. The selection panel will not contact any referees without your permission.

**After the selection process:**

**Notification of Appointment**

Once the selection decision has been approved, all applicants will be notified in writing as to the result of the selection process.

**Conditions of Employment**

The terms and conditions of employment are similar to the Queensland Public Service and are determined by the *Parliamentary Service Act 1988* and the *Parliamentary Service Award - State*. Legislative provisions enable recognition of prior service and transfer of accrued leave entitlements and superannuation between the Queensland Public service and the Parliamentary Service.

The **ordinary hours of duty** are arranged by agreement between the employee and the Member to generally be worked five days per week (for full time employees), Monday to Friday inclusive, between the hours of 7am and 6 pm. For the purpose of assessing leave and other entitlements, the hours of duty are 36.25 hours per week. Full time employees are paid a 72.5 hour fortnight.

Upon commencement, **Electorate Officers** commence at salary Level 1 and become eligible for an increment after 12 months continuous service. Applicants may be considered for a higher salary level in situations where for example, the successful candidate is an existing Queensland Public Sector employee or has previous service in the office of a State or Federal Member of Parliament or Councillor of a Local Government. **Assistant Electorate Officers** commence at Level 1 of the scale and become eligible for an increment after 12 months continuous service.

Electorate Office positions are subject to the Member of Parliament holding the seat to which they have been elected. Should the Member resign, retire, be defeated at an Election or cease to be the Member for any reason, the employment of Electorate Office staff is usually finalised and a severance payment made.

Please contact our Human Resource Service officers on the numbers listed below for further information regarding conditions of employment, such as leave entitlements, hours of duty, salary, superannuation, probationary period and training / study opportunities. The Parliamentary Service has a non-smoking policy.

**Criminal History Checks**

The successful applicant will be required to submit a National Criminal History Check prior to appointment. A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment. All personal information obtained in the application process will be treated confidentially and held securely by the Parliamentary Service.

**Voluntary Retirement/Redundancy**

If you have accepted redundancy or a Voluntary Early Retirement (VER) from a Queensland Government entity, it may preclude you from accepting employment with the Parliamentary Service. If you are not sure about this matter, please contact HR Services to clarify the situation.

**Right to work in Australia**

All staff employed with the Parliamentary Service must have the right to work in Australia. You will need to provide proof that you have the right to work in Australia.

**Further Information**

Further information regarding the Parliamentary Service is contained on the Parliament House Internet site [www.parliament.qld.gov.au](http://www.parliament.qld.gov.au)

If you have any questions regarding the selection process, this information package or issues related to the position, please contact our People and Culture Team by telephoning **(07) 3553 6311**