



RS FORM 2 - JOB DESCRIPTION

Section A - Position Details

***MINISTRY/OFFICE:** National Parliament Office ***DIVISION:** Library and Research

***VACANCY NUMBER...**

***Aurion Position Number.....**

1. **Position Title:** Chief Parliamentary Research Officer
2. **Position Level:** 10/11
3. **Salary Range:** \$2,344.30 - \$2727.15
4. **Duty Station:** Honiara
5. **Reporting Responsibilities;**
 - a) **Reports to:** Director Research
 - b) **Subordinate Reports:**

Section B – Liaisons

- a) **Internal:**
 - Members of Parliament
 - Parliamentary Committees
 - Clerk
 - NPO Staff
- b) **External:**
 - External Parliamentary libraries
 - Academic libraries
 - Permanent Secretaries
 - Academic researchers
 - Secondary students

Section C - Scope of Duties

This position will contribute to the organisation functions and strategies by;

Providing timely, updated and thoroughly researched information delivered to members of Parliament and Parliamentary Committees inline with objective 3.3 of the National Parliament of the Solomon islands strategy 2012-2016.

The Primary responsibilities are:

1. Undertake research, analysis and writing duties in support of Members of Parliament, Parliamentary Committees and other approved users with concise, and objective researched responses on a wide range of topics..
2. Undertake administrative and other duties in support of Members of Parliament and Parliamentary Committees.

Section D - Key Duties

****The Officer will be required to:***

1. Undertake research projects on public interest matters aimed to improve public policy through innovative and realistic recommendations.
2. Undertake research and information collection and analyses in response to specific requests by individual Members of Parliament and parliament departments.
3. Produce a research work plan and in collaboration with the Parliamentary Committees, Committee Secretariat, Director Research and the Office of the Clerk produce a list of research topics and oversee the research projects implemented and monitored
4. Produce high quality research reports, briefing papers, discussion papers ensuring reports prepared are authoritative, meet defined needs, quality standards and are capable of withstanding challenges and scrutiny in the House, by the Executive and in the public domain
5. As appropriate, prepare analytical research reports and briefing notes for parliamentary committees and in response to individual Member's information requests.
6. From time to time, write analytical research papers for general distribution to Members.
7. Perform other duties as directed by the Clerk

Section E - Key Result Areas

****Successful performance of the duties will be indicated by:***

1. Weekly or fortnightly research papers on matters of public interest produced
2. Research papers produced in a timely manner in response to members of parliament's requests for thorough research on certain issues.
3. A research work plan is produced with a list of research topics and the plan is implemented and monitored using the Performance Management Process and the Departmental annual work plan review cycle.
4. High quality apolitical reports produced inline with parliamentary processes and rules in the Standing Orders.
5. Analytical research reports and briefing notes produced for members of parliament, parliamentary committees and individual member's information requests.
6. Analytical research papers produced from time to time and distributed to members of parliament.
7. Other duties as directed by the Clerk performed and done with high quality.

Section F - Key Capabilities and Qualifications

COMMUNICATION

Effectively communicate with members of parliament and to provide directions to subordinates and to listen to superiors suggestions for improvement.

DECISION MAKING

The post holder must make decisions on what research topic would be needed and decide also on who should be recipient of which information given the political environment in Parliament.

ACHIEVES RESULTS

MPs information need arise when debating an issue of public importance for informed decision making. Thus the researcher must provide the required information on time in order for the information to be relevant in usage. Availing information after a bill is passed or debate is over makes a research paper irrelevant, thus results must be achieved on time

PROBLEM SOLVING

Post holder must be able to inspire and contribute to solve problems arising within the department and even at the organisational level.

CUSTOMER SERVICE

Since parliament customers are members of Parliament and government officials, the post holder must be customer service oriented and deliver results on time

PERFORMANCE MANAGEMENT

The post holder will directly conduct the performance management for his/her subordinates using the PS Form 10 PMP.

ORGANISATIONAL SKILLS

Must contribute to the goals and objectives of the organisation.

LEADERSHIP

Must possess leadership skills in order to lead the library unit.

Section G - Selection Criteria

Experience:

1. Demonstrated experience in research and analysis, preferably of issues related to government and to parliamentary matters.
2. Demonstrated high level written and oral communication skills.
3. Demonstrated experience in the resolution of client issues to the client's satisfaction.
4. Demonstrated ability to work individually or as a team member in an innovative and dynamic work environment and meet demanding deadlines.

Knowledge:

1. Sound knowledge of parliamentary law and practice and the operations of parliament and the machinery of government.
2. Sound knowledge of the legislative underpinnings of the machinery of government, or ability to quickly acquire such knowledge, with extensive general knowledge and in depth knowledge of specific subject areas.

Skills and ability:

1. Ability to understand and comply with the public service Code of Conduct and follow all other laws, policies and procedures which relate to the improving gender equality and creating safer workplaces.
2. Excellent research, writing and policy analysis skills.

Section H - Terms and Conditions

- (a) Salary per fortnight: \$2,344.30
- (b) Salary per annum. \$60,951.68
- (c) Annual Leave: 42 days
- (d) Other conditions of service as outlined in the Agreement of Service upon appointment;

Section I - Approval (*Business use only*)

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the role and will assist the Ministry/Agency to achieve its corporate objectives.

Taeasi Sanga;

Clerk to Parliament

16 October 2015

Date Approved

Additional Comments: