

JOB DESCRIPTION

Job Title: Deputy Clerk
Reports to: Chief Officer, Parliament
Proposed Grade: H
Salary Scale: \$83,280 - \$109,296

Job Purpose

The post holder will work with the Clerk & Chief Officer of Parliament to ensure the smooth management of the business of the House /Committee Business of Parliament in accordance with the Constitution, Standing Orders, and other laws regulating the Legislature.

Dimensions

The scope of work of the Deputy Clerk falls under the following categories:

- Service and support of Sittings of the House
- Oversight of House Committees
- Support to Speaker and MPs
- Administrative Services

Principal Accountabilities

1. Provide service and support for the Sittings of the House by: 50% of time spent
 - Attending sittings of the House and other related meetings when necessary to provide advice and ensure the accuracy of the parliamentary record;
 - Preparing Notices for Meetings of the House and ensuring that they are circulated on time;
 - Ensuring that Orders of the House are implemented and that matters for action by Ministries are brought to the attention of the Minister;
 - Examining all legislation for presentation to the Clerk of Parliament;
 - Processing all other business received for the House in compliance with Standing Orders and other legislation effecting the business of the House;
 - Ensuring that all matters to be laid before or presented to the House are placed and circulated on a Business Paper;
 - Ensuring the production of Order Papers for each sitting;
 - Processing legislation approved by Parliament and submitted for the Governor's Assent;
 - Producing and keeping the minutes of the proceedings of the House and ensuring circulation to all Members;
 - Ensuring the recording and filing of all Orders, Votes, Records, Bills, Legislation, other similar documents laid before the House;
 - Managing the Order Book;
 - Ensuring the preparation of all relevant documents for the Swearing-in of new MPs;
 - Supervising the management of all House Business that are filed with the office of the Clerk of Parliament;

- Managing all aspects of the law files;
 - Notifying Members of any Proclamations issued by the Governor in relation to the House.
2. Oversee the establishment and servicing of the Standing and Select House Committees by:- 20% of time spent
- Ensuring the production of motions for the establishment of the Standing Committees;
 - Acting as Committee Clerk for the Standing Business Committees;
 - Preparing the agenda, minutes and reports for the Standing Business Committee;
 - Assisting as Clerk & Chief Officer of Parliament when necessary for Standing Finance Committee (SFC);
 - Preparing minutes and reports of SFC;
 - Acting as Clerk of Parliament in Select Committees when necessary.
3. Provide general support for the Hon Speaker and Members of the Parliament by:- 10% of time spent
- Advising the Speaker, Members of Parliament and Chairpersons and Members of Committees on parliamentary practice and procedure;
 - Overseeing the drafting of Parliamentary Questions and Private Member Motions;
 - Overseeing the preparation of the Post-Election Seminar;
 - Overseeing the Youth Parliament Programme;
 - Performing any other related duties as required by the Speaker and Members.
4. Provide Administrative support by:- 20% of time spent
- Overseeing the performance of the Assistant Clerks;
 - Oversee the performance of the Serjeant at Arms as it relates to the House;
 - Preparing and implementing performance agreements and assessments;
 - Assisting with the preparation of the Parliamentary Annual Report;
 - Overseeing the record management and archiving of all business of the House;
 - Assisting with any tasks assigned by the Clerk & Chief Officer of Parliament;
 - Acting in the post of Clerk of the House when necessary.

Organizational Chart **See attached**

Background Information

The Parliament Management Commission (PMC) fosters parliamentary democracy and promotes the aims and objectives of the Commonwealth Parliamentary Association. The PMC staff provides professional and administrative services, and impartial advice to all its employees. This includes legislation, regulations, the Government's budget and policies, motions, questions, papers, and reports, and Committee work, as well as a range of services and facilities designated for the MPs.

The role of the Deputy Clerk is to work with the Clerk & Chief Officer of Parliament to ensure the smooth management of the business of the Parliament.

Knowledge, Experience, and Skills

Knowledge

The post holder must possess:

- A Bachelor's degree in Business Administration, Public Administration or a related discipline. Possession of a Law Degree would be an asset;
- Knowledge of Parliamentary procedures would be advantageous;
- Working knowledge of the acts and orders governing the operation of the Parliament and the Parliament Management Commission;
- Working knowledge of the acts, regulations and procedures governing the operations of the Public Service, particularly the Public Management and Finance Act, the Public Service Management Act and Regulations.

Experience

The post holder must have:

- Minimum of twelve years relevant experience with at least five years' experience at a management level with exposure to systems of Government;
- Exposure to working as a team player with an eye for detail and concern for accuracy, quality and timeliness with an interest in parliamentary practices, procedures and current affairs; and
- Exposure to working on own initiative and under pressure.

Skills

It is essential that the post holder possesses:

- An ability to serve the Speaker and all Members of the Parliament without favour or prejudice;
- An ability to exercise sound judgement in evaluating situations and making decisions;
- Proficiency in the use of Microsoft Office programmes including Microsoft Word, Adobe Acrobat, excel and publisher;
- Excellent oral and written communication skills and the ability to communicate effectively in person and in writing with various stakeholders;
- Good communication and interpersonal skills and have a good command of the English language;
- Excellent organization and multi-tasking skills;
- Excellent managerial and interpersonal skills; and
- An ability to maintain confidentiality at all times.

Assignment and Planning of Work

Work is generated based on submissions by Members of the Government, Members of the Parliament and Committees which includes the sale of Laws, and sittings of the House and Committee meeting/hearings and other relevant agencies; e.g. public requests. The workload is managed within the principal accountabilities of the job description. The post holder will also have the authority, as delegated by the Clerk & Chief Officer of Parliament, to plan, allocate projects, delegate and set deadlines for supervisees.

Supervision of Others

The post holder will directly supervise three employees and have some managerial responsibilities for three others.

Other Working Relationships

The post holder will cultivate and maintain working relationships with colleagues within the Office of the Clerk & Chief Officer of Parliament as well as Members of Parliament, Government Chief Officers, heads of departments and members of the public in order to be effective in his/ her role.

Decision Making Authority and Controls

The post-holder will be responsible for assisting with developing performance agreements, conducting performance interviews, assessments and developing training and development plans for the staff under their supervision. The post-holder may act as Clerk & Chief Officer of Parliament in the absence of that post holder and will have the delegated authority as such when required.

Problems /Key Features

The post holder will be required to work late or on weekends, on occasions, depending upon the demand from the House or Committee Meetings and Members of the Parliament.

Working Conditions

Normal office working conditions apply.