

<b>Position Title</b>	Committee Researcher	<b>Classification</b>	Grid Level 21
<b>Branch</b>	Parliamentary Committees Office	<b>Position #</b>	TBD
<b>Reports to</b>	Manager, Committee Research Services	<b>Date Updated</b>	November 2019

**PROGRAM AND STRUCTURE**

Legislative Assembly staff provide non-partisan services to the Legislative Assembly and its elected Members in the areas of procedural advice, information services and administrative support. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies that operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

The Parliamentary Committees Office provides non-partisan procedural advice, research and analysis services and administrative and operational support to assist and facilitate the work of the all-party parliamentary committees appointed by the Legislative Assembly.

**POSITION SUMMARY**

Reporting to the Manager, Committee Research Services, the Committee Researcher:

- Provides research, analysis and communication support for assigned parliamentary committees;
- Provides information and operational support to Clerks and Members of the Legislative Assembly, and other Legislative Assembly departments; and
- Performs other duties as required.

**RESPONSIBILITIES**

**1. Provides support for assigned parliamentary committee(s) by:**

- developing and maintaining up-to-date knowledge of the issues related to the work of the assigned committee(s);
- monitoring Legislative Assembly proceedings and the news media to identify emerging issues or follow-up actions that may affect the work of the assigned committee(s);
- preparing media scans for distribution to Members of the assigned committee(s);
- writing concise backgrounders and other information and briefing materials on topical issues under consideration by the assigned committee(s);
- preparing summaries of oral presentations, written submissions and online survey responses in a meaningful and succinct manner;
- preparing drafts of committee reports and other documents related to the status of committee work;
- drafting and assisting with the publication and distribution of communication and promotional materials, including advertisements, social media posts, and media releases; and
- assisting with the organization of committee records.

## 2. Provides support to Members and Clerks with respect to other parliamentary work:

- assists in developing PowerPoint presentations and associated speaking notes for Members and Clerks on parliamentary and related topics; and
- prepares backgrounders, information and analysis, and briefing materials for Members' and Clerks' use at parliamentary conferences.

## 3. Other duties

- staying up-to-date on Legislative Assembly developments and drafting articles for parliamentary publications focusing on procedural and other happenings at the Legislative Assembly;
- providing research, analysis and communications assistance in support of the work of other Legislative Assembly departments; and
- other duties as may be required.

## SELECTION CRITERIA

### Education, training and experience:

- University degree, preferably in Political Science, Public Administration or History, or a related discipline;
- A minimum of two years' recent work experience (within the last five years) in at least two of the following areas: writing briefing notes and information materials; conducting research and analysis; and drafting reports and presentations.

### Knowledge, skills and abilities:

- Knowledge of British Columbia and Canadian political history and current affairs;
- Knowledge of British Columbia legislative procedures and the work of parliamentary committees;
- Ability to maintain confidentiality and to provide non-partisan service to Members;
- Ability to plan and organize assigned work effectively, and under time pressure;
- Ability to write accurately, clearly and concisely;
- Ability to understand the policy, procedural and political context of committee inquiries;
- Ability to adjust own work plan to accommodate needs of the team;
- Ability to work courteously and harmoniously with other members of the team, under stressful conditions;
- Ability to use tact and diplomacy in interactions with Legislative Assembly staff and Members;
- Ability to work flexible hours, dependent upon the timelines of committee inquiries.

## COMPETENCIES

**Service Orientation** is understanding the service needs of a client/customer (internal or external) and actively focusing on anticipating, meeting and exceeding the needs in a timely and appropriate manner.

**Teamwork and Cooperation** is working cooperatively with diverse teams, work groups and across the organization to achieve group and organizational goals. This includes communicating effectively and collaboratively with others.

**Results Focus** is taking action to achieve challenging goals or high standards. It is focusing on the desired outcomes, setting challenging goals, and taking action to meet or exceed them.

**Problem Solving and Judgment** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

**Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.

**Listening, Understand and Responding** is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to spoken and unspoken or partly expressed thoughts, feelings and concerns of others.