



Position Title	Committee Researcher	Classification	Grid Level 21
Branch	Parliamentary Committees Office	Position #	PC5004
Reports to	Manager, Committee Research Services	Date Updated	February 2022

PROGRAM AND STRUCTURE

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

DEPARTMENT SUMMARY

Led by the Clerk of Committees, the Parliamentary Committees Office supports the Clerk of the Legislative Assembly, the Clerk of Committees and other Table Officers in providing procedural, operational, communications and research services to the Speaker, other Presiding Officers and Members to support the deliberative processes and general operations of the Assembly and its parliamentary committees — i.e., select standing and special committees. Each parliamentary committee is assigned a Clerk, who serves as the committee's principal coordinator and adviser regarding parliamentary procedure, committee operations and public consultation processes. Each parliamentary committee is assisted by a Research Analyst or Researcher, who prepares any necessary research, analysis and communications services for committee inquiries.

POSITION SUMMARY

Reporting to the Manager, Committee Research Services, the Committee Researcher provides research, analysis and communication support for assigned parliamentary committees. This position also provides information and operational support to Clerks and Members of the Legislative Assembly, and other Legislative Assembly departments.

KEY RESPONSIBILITIES

- 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).
- Monitors 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).
- Prepares media scans for distribution to Members of the assigned committee(s).
- Writes concise backgrounders and briefing materials on topical issues under consideration by the assigned committee(s).
- Prepares summaries of oral presentations, written submissions and online survey responses in a meaningful and succinct manner.

- Prepares drafts of committee reports and other documents related to committee work such as drafting and assisting with the publication and distribution of communication and promotional materials, including advertisements, social media posts, and media releases; and assists with the organization of committee records.
- Provides support to Members and Clerks with respect to other parliamentary work by 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.
- Stays up to date on Legislative Assembly developments and drafts articles for parliamentary publications focusing on procedural and other happenings at the Legislative Assembly.
- Provides research, analysis and communications assistance in support of the work of other Legislative Assembly departments.

LEADERSHIP/SUPERVISORY

- Acts as an individual contributor; completes research, writing and project tasks to facilitate the work of parliamentary committees as well as the parliamentary roles of the Speaker, Presiding Officers and Legislative Assembly executives.

DECISION MAKING/INDEPENDENCE

- Conducts research, writing and project tasks independently and with limited supervision, within established parameters and with guidance from Clerks, the Manager, Committee Research Services and/ or Senior Research Analysts.

RESPONSIBILITY FOR FINANCIAL & MATERIAL RESOURCES

- Ensures the care, maintenance, protection, and control of material resources on an individual basis (office equipment, supplies etc.).

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of British Columbia
 Clerk Assistant, Parliamentary Services
 Clerk of Committees
 Committee Clerk
 Manager, Committee Research Services
Committee Researcher

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE:

- University degree in public or business administration, or a related field; and
- 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 & 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; and
- 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.