

Position Title	Committee Researcher	Classification	Grid Level 21
Branch	Parliamentary Committees Office	Date Updated	March 2026
Reports to	Senior Research Analyst		

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

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 backgrounders, briefing notes, and summaries of evidence for inquiries. Clerks and committees are also supported by the Parliamentary Committees Officer and Committee Coordinators who provide logistical, financial, and other administrative support to coordinate and operationalize the work of committees.

JOB SUMMARY

Reporting to the Senior Research Analyst, the Committee Researcher provides non-partisan research, analysis and communication support for parliamentary committees, Presiding Officers, and the Legislative Assembly Administration. This includes preparing backgrounders and briefing materials, summarizing input from committee inquiries, and drafting communications products.

KEY RESPONSIBILITIES

- Develops and maintains up-to-date knowledge of the issues related to the work of parliamentary committees.
- Conducts research on a variety of complex topics and prepares documents such as backgrounders and jurisdictional scans for parliamentary committees.
- Summarizes input received by parliamentary committees in a meaningful, accurate, and succinct manner.
- Provides oral briefings to committee members on research documents and analysis of input received.
- Drafts committee reports, communications materials and prepares media scans.

- Provides research and communications support to Assembly Presiding Officers and senior management including preparing backgrounders, presentations and associated speaking notes for Assembly initiatives and interparliamentary activities and conferences.
- Researches and prepares written contributions to parliamentary publications and represents the Office at conferences, seminars, and professional meetings.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly
Deputy Clerk of the Legislative Assembly
Clerk of Committees
Senior Research Analyst
Committee Researcher

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in public administration, political science, or a related program, plus at least two years of relevant experience providing research support on complex issues, or an equivalent combination of education and experience.

KNOWLEDGE, SKILLS & ABILITIES

- An understanding of parliamentary democracy and knowledge of parliamentary rules of debate, practices and procedures, and their applicability to the Legislative Assembly of British Columbia and its committees.
- Excellent written and oral communication skills, including the ability to restate complex ideas in plain language.
- Ability to conduct research, analyze information, draw conclusions and make practical recommendations on complex problems.
- Strong organization skills and attention to detail.
- Ability to maintain strict impartiality, discretion, and confidentiality in a sensitive political environment.
- Ability to use tact and diplomacy in interactions with Legislative Assembly staff and Members.
- Ability to manage multiple projects with tight timelines, to prioritize and balance competing demands, and to work effectively to deadlines under pressure.
- Ability to be adaptable and flexible and adjust own work plan to accommodate needs of the department and parliamentary committees.
- Ability to work courteously and respectfully with diverse colleagues.
- Self-motivation and the ability to work independently with limited supervision.
- Ability to work flexible hours when required.
- Ability to operate a computer with a Windows-based operating environment.