Parliament of South Australia

Parliament Research Library

Position Title:	Legal Research Officer	Location:	Parliament House
Classification:	ASO5	Reports to:	Parliamentary Librarian
Entity/Division:	Joint Parliamentary Services	Direct Reports:	nil
Business Unit:	Parliament Research Library	Job Status:	Ongoing

ABOUT US

The Parliament of South Australia legislates for the peace, order, and good government of the State. The Joint Parliamentary Service Committee (JPSC) is a Standing Committee of the Parliament. It consists of the President of the Legislative Council, the Speaker of the House of Assembly and two Members from each House. The JPSC is responsible for the administration of the Joint Parliamentary Service (JPS) Divisions, such as the Parliamentary Library Division, the Catering Division, Parliamentary Reporting Division and the Joint Services Division (including Parliamentary Network Support Group, People and Culture, Finance and Building Services).

The Parliament Research Library delivers professional and impartial research services to Members of Parliament and their staff, working collaboratively across the parliamentary and broader research community to provide confidential, timely and reliable support.

The Legal Research Officer supports Members of Parliament by delivering high quality, confidential legal and general research, including clear written guidance and reports. Reporting to the Parliamentary Librarian, the role also contributes to broader Library information services, advises on the development of the legal collection, and maintains the Library's physical and online legal resources.

KEY OBJECTIVES:

The Legal Research Officer is accountable to the Parliamentary Librarian and contributes to the effective operation of the Parliament Research Library by:

- Providing high-quality, confidential and impartial legal and general research services to Members of Parliament
- Supporting parliamentary work through accurate written guidance, reports and briefing materials
- Maintaining and developing the Library's legal collections and research resources
- Contributing to the continuous improvement of Library research services and practices.

RESPONSIBILITIES

Research and Advisory Services

- Provide timely, accurate, impartial and confidential legal and general research to Members of Parliament and their staff
- Prepare written research reports, briefing notes and guidance on a broad range of legal and non-legal matters
- Refrain from providing legal advice or policy advice, in accordance with parliamentary requirements

Library Information Services

- Undertake rostered shifts at the Library reference desk, which will involve receiving, interpreting and answering incoming research and reference enquiries from Members of Parliament, other parliamentary staff, and other groups with whom the Library liaises
- Assist guests of Members of Parliament and other parliamentary staff on the use of Library resources including internal and external reference sources
- Provide training and ongoing support on the use of Library resources and research tools

Collection Management and Professional Practice

- Maintain and develop the Library's legal collection, including physical and online resources
- Maintain professional relationships with parliamentary libraries and relevant public sector agencies to enhance access to specialised legal and comparative jurisdictional information.

Governance, Policy and Continuous Improvement

- Assist with the development and implementation of Library policies, standards and procedures
- Contribute to improvements in research, reference and information services

KEY SELECTION CRITERIA

- Highly developed written and interpersonal communication skills
- Demonstrated ability to maintain impartiality, confidentiality and professional integrity
- Strong organisational skills with the ability to work under pressure and meet changing deadlines
- Ability to work both autonomously and collaboratively in a small team environment
- Delivery of accurate, confidential and relevant research products across legal and general subject areas
- Managing competing priorities and client expectations in a research-focused environment
- Proficient use of databases, online research tools, and legislative and parliamentary information sources
- Experience working within a research or information services workplace

KEY RELATIONSHIPS/INTERACTIONS

Internal:

- Parliamentary Librarian
- Deputy Parliamentary Librarian
- Parliamentary Library staff
- Parliamentary staff (including staff from Legislative Council, House of Assembly and Joint Parliamentary Service)
- Contractors

QUALIFICATIONS

- Law degree from a recognised tertiary institution

PRE-EMPLOYMENT SCREENING REQUIREMENTS

- All appointments are subject to reference checks, pre-employment assessment, and National Police Clearance. The inherent requirements of the role and intrinsic risk(s) will be considered in assessing prior conviction notifications and declarations of misconduct in previous workplaces.

ADDITIONAL INFORMATION

- The appointment is made pursuant to the *Parliament (Joint Services) Act 1985* (SA) and, while the provisions of the Public Sector Act do not apply to this position, public sector conditions apply, and entitlements are transferable.
- Leave requests are subject to approval by the appropriate delegate, having regard to administrative, operational, and service requirements. Leave will not be ordinarily approved during sitting periods except in exceptional circumstances
- Any person who is, and is seen to be, active in political or electoral affairs and intends to carry on this activity may compromise the strict political neutrality of this position and could not be considered for appointment.
- There will be a requirement to work outside of normal working hours.
- Employees are required to comply with all health, safety and risk management policies and procedures of the Parliament and take all reasonable care that any actions or omissions do not impact on the health and safety of others in the Parliament precinct.
- Employees must observe the Parliament of South Australia Code of Conduct and comply with the Conduct Standards in the Code.
- Some intra / interstate travel may be required.

CERTIFIED CORRECT

Executive Officer: _____ Date: / /