



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

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**MINISTRY/AGENCY/OFFICE:** National Parliament of Solomon Islands

**DIVISION/SECTION:** Parliamentary Library and Research Department      **DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 279-00243      **MINISTRY VACANCY REF:** 3/2015

**POSITION TITLE:** Director Research

**POSITION LEVEL:** L12/13

**SALARY RANGE:** \$2,895.78 to \$3,062.95 per fortnight

**THIS POSITION REPORTS TO:** The Clerk to the National Parliament

**THIS POSITION SUPERVISES:** Chief Parliamentary Research Officers

### SECTION B - SCOPE OF DUTIES

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This position will contribute to the organisation functions and strategies by;

Leading and Managing the Research Unit ensuring Members of Parliament and Parliamentary Committees and relevant Parliament stakeholders access to thoroughly researched information inline with objective 3.3 of the National Parliament of the Solomon islands strategy 2012-2016.

The Primary responsibilities of position holder is to conduct research and produce research papers as wells as lead, coordinate and manage the research unit team organized to meet the information needs of Members of Parliament and Parliamentary Committees and Parliament stakeholders

### SECTION C - KEY DUTIES

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This position is required to undertake the following duties:

1. Lead and Manage the Research Unit team ensuring effective coordination of team members and proper allocation of resources and tasks to staff bracing to meet the information needs of Members of Parliament, Parliamentary Committees, Committee Secretariat and relevant Parliament stakeholders.
2. Regular liaising with Members of Parliament, Parliamentary Committees, Speaker, Clerk, Procedures Office, Committee Secretariat and Parliament departments on areas of interest where by the Research Unit team can undertake research project to avail information and or improve Parliament processes, practices and systems in line with democratic and modern parliamentary practices.
3. Produce a research work plan in collaboration with the Members of Parliament, Parliamentary Committees, Committee Secretariat, Procedures Office, the Office of the Clerk and relevant Parliament stakeholders and schedule the expected timeline of research deliverables and oversee the research projects implementation and delivery of research products in a timely manner.
4. Undertake research projects on matters of public interest aimed to improve public policy through innovative and realistic recommendations.

5. Undertake research, information collection and analyses in response to specific requests by individual Members of Parliament and parliament department needs and avail the information to relevant persons.
6. Produce high quality research reports, briefing papers, discussion papers ensuring reports prepared are authoritative, meet defined needs, quality standards and are capable of withstanding challenges and scrutiny in the House, by the Executive and in the public domain
7. As appropriate, prepare analytical research reports and briefing notes for parliamentary committees and in response to individual Member's information requests.
8. From time to time, write analytical research papers for general distribution to Members.
9. Conduct performance management appraisal of staff in the Research Unit in accordance with the performance Management process of the Public Service.
10. Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

## **SECTION D - KEY DELIVERABLES**

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The incumbent of this position will have their performance assessed according to following key deliverables:

1. Effective leadership and management of the Research Unit team and resources, evident in the allocation of limited resources according to needs, designation of tasks to team members, provision of direction and support to the team and regular monitoring of the timely delivery of expected results.
2. Regular communication and liaising with Members of Parliament, Committees and Parliament stakeholders and identification of research topics prepared to meet the information needs of Members of Parliament and Parliament and its stakeholders
3. Work plan produced with an outline of research topics, identification of responsible persons and a schedule of the timeline of release of expected deliverables.
4. Research work conducted and completed with deliverables and practical recommendations made that contribute to the improvement of public policy and legislative process and passing of laws that improve the livelihood of Solomon Islands.
5. Research work conducted which meet the specific information needs of Members of Parliament and Parliament stakeholders.
6. Quality and Authoritative Reports, Briefing papers, Presentations and other documents produced with each document able to withstand challenges and scrutiny in the House, by the Executive and in the public domain
7. Timely response to individual Members of Parliament request for production of specific information needs
8. Relevant Analytical reports regularly produced and distributed to Members of Parliament
9. Staff performance monitored and appraisal report produced inline with the Public Service Performance Management Process.
10. Other duties as directed by the Clerk are performed and results are delivered on time.
11. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

## SECTION E – QUALIFICATIONS AND CAPABILITIES

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### Mandatory Qualifications

- Bachelor's Degree in Law, or Public Policy or Finance and Economics with 5 or more years of work experience involving research, information analysis and report writing.

### Desirable Qualifications

- Masters Degree in Law, or Public Policy or Finance and Economics.

### Capabilities Required

- Skills of collecting data, analysing and presentation of information in a report form, briefing note, and other forms required by Members of Parliament.
- Report writing skills
- Communication skills
- Planning organising and result oriented
- Ability to work in a team
- Possess leadership and management skills
- 5 or more years of work experience involving research, information analysis and report writing.

## SECTION F - KEY SELECTION CRITERIA

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Suitability for this position will be assessed against the following key selection criteria:

**KSC1.** Possession of relevant mandatory qualification (Bachelors Degree in relevant field) and minimum of five years work experience involving research.

**KSC2.** Proof of possession of research skills, analytical skills and report writing skills, communication, planning and organising skills as evident in academic qualification and work experiences.

**KSC3.** Experience and performance of leadership and management roles and familiarity with the Parliament practices and the Public Service system and structures

**KSC4.** Evidence of being Result Oriented and delivery of expected results on time.

**KSC5.** Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance

## SECTION G - TERMS AND CONDITIONS

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**Fortnightly Salary:** \$2,895.78 to \$3,062.95

**Annual Salary:** \$75,290.38 - \$79,636.72

**Annual Leave entitlement:** 42 days

**Other Conditions of Service relevant to this position:**

- Housing Allowance of \$306.30 per fortnight or house rental entitlement of \$3,900

**SECTION H - APPROVAL** *(Business use only)*

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:*

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**Permanent Secretary/Responsible Officer**

**18 Nov 2015**  
**Date Approved**

*Additional Comments:*