



ELECTORATE OFFICER A

COMPETENCY ASSESSMENT

FROM ELECTORATE OFFICER A TO ELECTORATE OFFICER B

Options for returning your completed form	Enquiries: Ministerial and Parliamentary Services
Scan and Email to: MOPSPay&Conditions@finance.gov.au	Email: mpshelp@finance.gov.au
or Post to: Ministerial and Parliamentary Services Department of Finance One Canberra Avenue FORREST ACT 2603	Phone: (02) 6215 3333

EMPLOYER DETAILS	▶ Employer name	<input type="text"/>
	▶ Employer state	<input type="text"/>

EMPLOYEE DETAILS	▶ Full name	<input type="text"/>
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ASSESSMENT	▶ The employing Senator/Member is to consider the skills and experience of the Electorate Officer A in relation to the following criteria:
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Note: Advancement from Electorate Officer A to B is only available in accordance with the approved office structure for the Senator/Member, Clause 17.4 of the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016–2019* and the Enterprise Agreement Guideline on Salary Setting and Progression.

Criteria		Demonstrates competency?	
Communication and interpersonal skills:			
a	Ability to convey information and ideas.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b	Ability to receive and understand information and ideas.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c	Ability to facilitate group discussions.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d	Ability to represent the Senator/Member.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Client service and liaison with Senator/Member and constituents:			
a	Ability to provide advice and assistance to constituents on day to day issues.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b	Ability to make representations on behalf of the Senator/Member to local community organisations and interest groups.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c	Ability to deal effectively with government departments.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d	Ability to ensure the Senator's/Member's policies and objectives are promoted and communicated effectively.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e	Ability to inform the Senator/Member of issues arising from contact with constituents, community organisations and interest groups.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Research and policy advice:			
a	Ability to research matters raised by constituents, community organisations and interest groups and advise the Senator/Member of trends within the electorate.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b	Ability to monitor and inform the Senator/Member of the impact of policy/legislation of government at all levels.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c	Ability to research projects allocated by the Senator/Member.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d	Ability to research and draft material for speeches, press releases and parliamentary questions.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Making efficient use of office equipment and technology:			
a	Ability to organise and manage office equipment.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b	Ability to use a range of equipment to achieve team goals.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c	Ability to use office software to enter, manipulate and extract data.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Criteria		Demonstrates competency?	
Organisational and management skills:			
a	Ability to organise own work.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b	Ability to actively participate in identifying and meeting any personal development needs.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c	Ability to be open to, and act constructively on, personal feedback.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d	Demonstrates integrity and applies ethical practices.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e	Ability to assist in implementing project or resource plans.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Leadership and ability to coach and develop the work group:			
a	Ability to implement principles of equity and non-discrimination in all aspects of work.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b	Ability to apply occupational health and safety laws, policies and practices.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c	Ability to communicate Senator's/Member's objectives and ensure standards are understood.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d	Ability to assist in the development and maintenance of a cooperative work group.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e	Ability to provide feedback on performance.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

OVERALL ASSESSMENT

Senator's/Member's overall assessment of the employee's skills and competence

- ▶ Has the employee demonstrated the required competency for the higher level (EOB) and completed any required training? Yes No
- ▶ Is there sufficient work appropriate to the higher band (EOB) required to be performed so as to be a predominant part of the employee's work? Yes No

SIGNATURE

- ▶ I request the above named employee be advanced from Electorate Officer A to B.
 - I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

Signature of Employer **Date**

- ▶ By signing this form, I acknowledge that:
 - I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
 - I have read and understood the Privacy Collection Notice (see below).

Signature of Employee **Date**