ROLE DESCRIPTION

Role: Parliamentary Officer (Hansard Editor)

Group: House Services Group

Date: November 2015

Background: The Parliamentary Officer (Hansard Editor) is a member of the House Services Group, which:

- provides advice and support services for the proceedings of the House
- provides advice and supports the legislative process, and prepares bills for Royal assent when passed by the House
- publishes the written record of the House (the Journal)
- produces the report of parliamentary debates (Hansard)
- provides Te Reo Māori interpretation and translation services
- provides procedural and parliamentary policy research and development
- provides advice on parliamentary law for the Office and the Parliamentary Service
- develops the Office’s advocacy for Parliament
- provides advice and support to the Registrar of Pecuniary and Other Specified Interests of Members of Parliament
- provides business continuity advice and management for the Office
- supports the operation of the audio system in the Chamber, and the broadcast of the official coverage of the House (Parliament TV)
- produces public information about what the House is doing and contributes information and education services about the House for members and the public

Purpose: To produce edited transcripts of debates and associated proceedings of the House of Representatives, including publishing to the website and the publication of Bound Volumes, and to provide transcripts for external contracts as required.

Responsible to: Parliamentary Officer (Team Leader Hansard Editing)
Parliamentary Officer (Team Leader Hansard Reporting)
Parliamentary Officer (Team Leader Hansard Publishing)

Responsible for: No staff responsibilities

Key external relationships:

- Members of Parliament
- Parliamentary Service staff
- External transcription services clients, such as the Prime Minister’s media team, Youth Parliament, the Australasian Study of Parliament Group, and other parliamentary conferences
## Accountabilities

<table>
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<tr>
<th>Accountabilities</th>
<th>Expected results</th>
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<tbody>
<tr>
<td><strong>1. Contribute to accurate and timely production of Hansard</strong></td>
<td><strong>Reporting</strong></td>
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<tr>
<td>● Transcripts of a segment of debate or other proceedings of the House are typed and given a preliminary edit based on the audio record and notes made in the Chamber, within consistently tight deadlines.</td>
<td><strong>Editing</strong></td>
</tr>
<tr>
<td>● Transcripts are prepared and processed using the Hansard Production System (HPS).</td>
<td>● Daily transcript is completed at the end of each sitting day, which can mean working extended hours beyond when the House is sitting.</td>
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<tr>
<td>● While in the Chamber, parliamentary data is entered in the Core Parliamentary Data (CPD) system as events or procedures occur.</td>
<td>● Text is edited according to Hansard’s style guidelines.</td>
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<tr>
<td>● Time and workload within time constraints are self-managed.</td>
<td>● References to legislation, quotations, names, and other such information is researched and fact-checked.</td>
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<tr>
<td>● Editors understand the relationship of their work to Hansard’s production systems and with the wider Hansard team.</td>
<td>● New information compiled through research is added to Hansard’s reference lists.</td>
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<tr>
<td>● References to legislation, quotations, names, and other such information is researched and fact-checked within the given time restraints.</td>
<td>● Members’ amendments to transcripts are reviewed and changes are incorporated in keeping with Hansard’s style guidelines and rules for integrity of the original spoken word.</td>
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<tr>
<td>● New information compiled through research is added to Hansard’s reference lists.</td>
<td>● Working knowledge of tikanga and Te Reo Māori is used, including a solid understanding of basic kupu, phrases, greetings and core Māori concepts, and further advice is sought from the Kaiwhakahaere o Ngā Ratonga Reo Māori when necessary in regard to interpretation and translation matters.</td>
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<tr>
<td>● Transcripts conform to Hansard’s style guidelines and editing principles. They remain faithful to the words and manner of the speaker; however, the member’s words may be set aside in order to convey the intended meaning, correct inadvertent errors, complete incomplete references, and correct grammar.</td>
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- All work is completed to a high standard and within time constraints.

**Other duties**
- Text is proofread by experienced Editors a final time before it is sent to print.
- Hansard style and reference manuals are kept up to date through research and compilation of relevant material.
- Feedback is provided to Team Leaders on reporting and editing processes to ensure continuous improvement.
- Personal copies of all Hansard manuals and other relevant manuals are kept up to date.
- Work is reviewed to ensure continuous improvement.
- All work is completed to a high standard and within time constraints.

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<th>2. <strong>Support the wider Hansard team and Office staff</strong></th>
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<td>- Editors attend regular stand-up meetings and editing meetings, among others, to be informed of wider office matters and to ensure continuous improvement.</td>
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<tr>
<td>- Editors liaise with Te Kaiwhakahaere o Ngā Ratonga Reo Māori to input transcriptions and translations of speeches given in Te Reo Māori. Speeches are edited to Hansard styles. Processing guidelines, records, and approved phrase lists are updated.</td>
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<tr>
<td>- Editors attend Hansard-oriented classes on Te Reo Māori to ensure developing understanding and proficiency.</td>
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<td>- The Hansard Publishing Team receives assistance when required.</td>
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<td>- Writing, editing, proofreading and research services are provided to the wider office, such as Select Committee Services, Organisational Performance and Public Information, and the Table Office.</td>
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<td>- Questions for written answer are vetted against Standing Orders when required.</td>
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<td>- Legislation is certified when required.</td>
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<td>- Articles on matters relating to the New Zealand Parliament are written for Parliament’s public website, intranet and <em>The Parliamentarian</em> in consultation with the Clerk of the House and Parliamentary Service staff.</td>
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<tr>
<td>- Production of the Parliamentary Shield, including photography, is coordinated at the end of each parliamentary session (normally every three years).</td>
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<td>- All work is completed to a high standard and within time constraints.</td>
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<th>3. <strong>Training</strong></th>
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<td>- New Hansard staff (trainees) are trained by experienced Hansard Editors (trainers) alongside the trainers’ regular duties as Editors for a period of six to nine months.</td>
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<td>- A training programme is developed by trainers with trainees that incorporates individual goals and is appropriate to skills and previous experience.</td>
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<td>- Trainees are introduced to work, equipment, staff, and wider office practices and expectations by trainers.</td>
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<td>- Trainees are educated about Hansard’s style guidelines, manuals and other relevant research materials, and rules for integrity of the original spoken word.</td>
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- Time is organised in the Chamber as well as practice editing turns and exercises for trainees as needed.
- Written drafts are reviewed and checked against the audio recording to ensure work is accurate and conforms to the Hansard style guidelines.
- Feedback is provided to improve the standard of work, which may include information regarding Parliamentary procedure, Hansard’s style guidelines, manuals and other reference materials.
- Feedback is provided to trainees and Team Leaders on training progress and time frames.

4. Transcription services
- Editors may prepare transcripts for select committee meetings and external contracts, such as press conferences, as required, including monitoring meetings and conferences, and typing, editing, proofreading, and collating transcripts.
- The transcription production process is managed at all stages, from coordinating allocation of staff resources to finalising and delivering transcripts to clients.
- Statistics and data are compiled regarding contracts, such as client details, staff allocation and time frames, and prepared for invoicing.
- Instructions for transcription service contract production are written and updated.
- All work is completed to a high standard and within time constraints.

5. Indexing
- Back up is provided to Indexer so that:
- Bound Volumes are indexed.
- Appropriate index entries are created, based on in-depth knowledge of parliamentary procedure.
- XML and Word versions of the indexes are amended.
- The formatting of the indexes is checked and corrected as necessary.
- Headings for Oral Questions are written quickly and capture the general topic of each question.
- The Headings Thesaurus is kept up to date.
- Cumulative indexes and and reviews of indexing principles are completed in a timely manner.
- All work is completed to a high standard and within time constraints.

6. Health and Safety
- Workplace hazards are identified and reported, together with recommendations for dealing those hazards.
- Accidents and near misses are reported in an accurate and timely manner.
- All practicable steps are taken to ensure own and others’ health and safety in the workplace.
Competencies required for the Hansard Editor role
Hansard Editors require the following skills, personal qualities, knowledge and experience:

Knowledge and experience
- A highly developed knowledge of English usage, grammar, spelling and construction, and the ability to accurately render the spoken word in text
- Highly developed reading and listening comprehension
- Sound research skills, using the internet and other references, and the ability to fact-check references to bills and related documents, such as select committee reports and submissions
- Well-developed understanding of editing principles and publishing styles, proven through experience in editing or a publishing/editing qualification
- Good general knowledge of New Zealand and international current affairs
- Working knowledge of tikanga and Te Reo Māori, including a solid understanding of basic kūpū, phrases, and greetings, and the awareness of when it is necessary to seek further advice when translation is required
- Understanding (or the ability to quickly develop understanding) of legislative processes and procedure
- Sound computer skills, particularly using the MS Office suite

Judgment and integrity
- Identifies key issues and information and logically evaluates assumptions and evidence before proceeding.
- Thinks through all the consequences and implications that need to be considered before deciding on a course of action or advice.
- Analyses how the pieces of a problem or situation fit together, anticipating obstacles and thinking ahead about details of next steps.
- Interprets established procedures and adapts and applies precedents and procedural concepts from other situations and/or experiences to determine the most appropriate action or advice.
- Makes informed and well-reasoned decisions and judgments.
- Finds workable solutions to reasonably complex issues of an administrative or logistical nature.
- Is able to work without close supervision and copes well with having to work with limited information.
- Uses initiative appropriately and recognises when to seek advice on, and inform others of issues.
- Takes a consistent approach and acts impartially and with integrity.
- Demonstrates political ‘nous’ and effectively navigates complex political situations.
- Interacts appropriately with people at all levels.
- Understands and respects different points of view.
- Knows when to share information and when to keep information confidential.

Relationship management, communication skills, impact, influence and resilience
- Is able to inform, influence and persuade others on issues that may be complex and/or where political tensions exist.
- Establishes and maintains effective and appropriate relationships with people at all levels.
- Has empathy and self-awareness and is able to understand and reflect others’ perspectives.
- Supports and helps others understand the Office’s vision, values, and ensure compliance with Office policies and standards.
- Gains the trust and respect of customers and stakeholders.
- Treats others with courtesy and respect regardless of their status.
- Has well-developed written and oral communication skills.
- Deals with senior people and stakeholders appropriately.
- Demonstrates tact and discretion.
- Is able to improvise and think on her/his feet effectively.
- Demonstrates resilience when dealing with confronting situations.
● Is tenacious in working towards goals.
● Is able to keep emotions under control in tense situations.
● Is flexible and adapts his/her approach to the situation where required.

Organisational & planning skills
● Effectively organises people, meetings and resources.
● Accepts and contributes positively to change, demonstrates flexibility, adapts his or her approach easily and identifies opportunities for improving processes.
● Plans and prioritises work and consistently meets deadlines and quality standards.
● Demonstrates an understanding of the contribution of his or her work to the Office’s outputs.
● Is organised and results orientated - setting and meeting deadlines and milestones.
● Keeps appropriate records and paper-trails.
● Overcomes and finds ways around obstacles and challenges.
● Keeps all relevant parties informed on progress.
● Anticipates possible issues and barriers and has contingency plans in place.

Fit with organisational culture, including customer service and team work
● Demonstrates the values of the organisation: impartiality, innovation, openness, trustworthiness, courage.
● Demonstrates energy, enthusiasm and pride in the Office, its work and its vision.
● Demonstrates excellent customer service, interpersonal and teamwork skills.
● Seeks out other people to work together to produce effective solutions.
● Offers to assist other staff whenever possible and is flexible and willing to help with any task if needed.
● Publicly credits others who have performed well, encouraging and empowering them.
● Has an achievement orientation and a commitment to continuous learning, pursuing development opportunities and seeking challenging tasks and projects.
● Is respectful of others’ needs and their differing backgrounds and working styles.
● Challenges the status quo, identifies opportunities and continuously looks for ways to improve service, systems and processes.
● Is customer focused, responsive and dedicated to meeting the expectations and requirements of internal and external customers.
● Takes a calm and constructive approach to resolving issues and conflicts.
● Works collaboratively with colleagues and shares knowledge whenever possible.
● Shows concern for quality, timeliness and accuracy.
● Supports and respects the decisions and work of colleagues regardless of role, and displays a willingness to learn from them.
● Works with a Parliament sector approach in mind and works collaboratively with the Parliamentary Service and other agencies in the complex.

Dimensions of the role

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<tr>
<th>Budget responsibilities</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Operating budget for areas managed</td>
<td>Nil</td>
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<tr>
<td>Value of contracts managed</td>
<td>Nil</td>
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<th>Staff responsibilities</th>
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<tr>
<td>No line-management staff responsibilities.</td>
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