

OFFICE OF THE PARLIAMENT
JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: SUB-EDITOR OF THE OFFICIAL REPORT

JOB SUMMARY:

Responsible for editing the transcripts of Parliamentary meetings on a same day basis, as they are produced by the Reporters, checking definitions, spellings, quotation, references and all that is necessary, to ensure accuracy of the report. Work is performed with considerable independence and is reviewed for accuracy by the Hansard Editor. Working as part of a team of Sub-Editors, the Sub-Editor performs a range of other duties related to the production of the printed Hansard.

REPORTS TO: EDITOR OF THE OFFICIAL REPORT

DUTIES AND RESPONSIBILITIES:

- Edits verbatim transcripts of notes taken of parliamentary proceedings, including Committees, conferences and other meetings, checking for accuracy and comprehensiveness.
- Responsible for the overall supervision of the Clerk Typists, particularly during meetings of the House of Representatives, the Senate or Parliamentary Committees, rendering assistance and advice whenever necessary.
- Researches publications and documents referred to by Members to confirm accurate reporting.
- Assigns edited copy of meetings to Reporters for insertion of editorial corrections and merging on computer.
- Assigns merged and edited meeting to Clerk Typist for preparation of camera-ready copy.
- Meticulously checks camera-ready copies of each report.
- Supervises the preparation of the indexes of the bound volumes of the Hansard.
- Prepares preliminary pages for the bound volumes.
- Evaluates the performance of clerical staff of the Hansard Unit on a quarterly and annual basis.

- Responds to requests from Members of Parliament, the Clerk of the House, the Clerk of the Senate, Heads of Government Departments and Ministries, persons/organizations named in a debate.
- Edits reports of Committee' proceedings, when required.
- Liaises with the Government Printer and other officials on matters related to the final printing of the Hansard.
- Supervises the maintenance of manual and computerized records of parliamentary debates and other proceedings.
- Distributes circulation copies and bound volumes of debates to respective Members of Parliament.
- Performs other related duties as may be required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of Parliamentary Procedures.
- Considerable knowledge of the methods and techniques of indexing materials.
- Skill in editing transcripts of legislative debates.
- Working knowledge of Microsoft Word 2013.
- A thorough knowledge of English grammar, spelling and punctuation.
- Ability to establish and maintain effective working relationships.
- A sound knowledge and awareness of current affairs (nationally, regionally and internationally) would be an asset.

MINIMUM EXPERIENCE AND TRAINING

- At least four (4) years experience in Hansard Reporting, Journalism or Court Reporting.
- Training as evidenced by a recognized university degree in English, Social Sciences or related discipline or any equivalent combination of experience and training.