



Job Description Form

Department of the Attorney General Purpose

To provide high quality and accessible justice, legal, registry, guardianship and trustee services which meet the needs of the community and government.

Position Title Manager, Legislation and Publications		
Effective Date May 2014	Position Number 1194	Level 6
Division	Directorate	Branch Parliamentary Counsel's Office

Divisional Outcomes

Government policies are put into legislative form and the public is given access to, and information about, existing legislation.

Directorate Outputs

Prepare legislation to give effect to Government policy. This includes:

- Drafting Bills
- Drafting subsidiary legislation, eg regulations, rules and orders

The Division is also responsible for the compilation and consolidation of the text of Acts and subsidiary legislation so that the laws of the State can be made available, in printed and electronic form.

Role Of This Position

Manages the editorial and publication staff of the Parliamentary Counsel's Office.

Manages the process of editing and publication of Bills, subsidiary legislation, reprints and indexes to Statutes of Western Australia.

Manages the Western Australian legislation database ensuring timely and accurate legislation is made available to the public.

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Responsibilities Of This Position

Paralegal and Publications

- Ensures that procedural requirements are met in the preparation of Bills, subsidiary legislation, reprints and indexes to Statutes of Western Australia for publication. Proof reads legislation to ensure that drafting standards are met.
- In accordance with established guidelines, and in direct consultation with the Parliamentary Counsel, manages the process of reprinting legislation.
- Provides technical assistance and support to senior legal staff in preparation of complex, important or confidential legislation. Exercises independent judgement under minimal supervision.
- Ensures the preparation of tabling in Parliament of all relevant papers in accordance with the relevant Acts and *Interpretation Act 1984*.

Information and Knowledge Management

- Assumes responsibility for the implementation, maintenance and integrity of the Western Australian Legislation Database.
- Contributes towards the development and implementation of strategies that ensure ready access to relevant information and knowledge.

Stakeholder Relationships

- Develops effective working relationships with senior lawyers, Parliamentary staff, Ministers, printers, Instructing Officers and the Department of Premier and Cabinet to facilitate the introduction of new Bills to Parliament.
- Fosters mutual understanding between management and staff within the Editorial and Publication teams.

Leadership

- Provides leadership and support to editorial and publication staff, ensuring a timely, accurate and detailed service to clients. Coordinates and delegates workload across the team. Monitors performance to ensure that important deadlines and milestones are adhered to.
- Sets a positive example to subordinates and demonstrates sound interpersonal skills in facilitating a harmonious and productive working relationships across the team.
- Develops team members through effective recruitment, performance management, training activities and professional development opportunities. Acts as a point-of-contact for staff with payroll or human resource queries.
- Participates in the formulation and implementation of policy, practices, planning, research and human resource programs for the Parliamentary Counsel's Office. Identifies and implements opportunities for continuous improvement within the team.

Resource Management

- Manages the financial, human and physical resources of the editorial and publication teams, enabling a high standard of service delivery.
- Assists in the preparation of annual budget proposals and monitors expenditure accordingly.

Corporate citizenship

- Demonstrates high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics.
- Demonstrates a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.
- Demonstrates commitment to the legislative obligations set out in the *Occupational Health and Safety Act 1984*.
- Oversees the occupational safety and health (OSH) in their areas of responsibility consistent with statutory obligations and departmental policies. This includes but is not limited to raising awareness of OSH requirements with their staff, resolving health and safety hazards in their areas of responsibility and ensuring the timely reporting of incidents.

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Skills, Knowledge, Behaviours and Qualifications

For purpose of training etc.

SKILLS

Communication and Interpersonal

The ability to communicate with staff at various levels of seniority and to develop effective workplace relationships. The ability to coach, to empathise, to influence and negotiate with others.

Interpretation

The ability to source, interpret and apply legislation, policies and procedural guidelines.

Policy & Procedural Development

The ability to initiate and contribute towards policy and procedural development and review. Ensures that business practices are aligned with relevant goals, performance standards and strategies.

Resource Management

The ability to negotiate the provision and allocation of human, financial, physical and technological resources in order to address the operational needs of the team. The ability to monitor and report on effective usage.

Team Leadership and Development

The ability to participate in, lead and facilitate work groups, model integrity and a positive, proactive approach. The ability to facilitate workforce effectiveness through staff development strategies and by empowering and motivating staff, managing conflict, and fostering mutual trust and respect.

Priority Setting and Delegation

The ability to determine, set and meet work priorities and delegate appropriately across the team.

Information and Knowledge Management

The ability to use, and impart to others, information and knowledge to achieve desired outcomes. The ability to store and retrieve information using electronic databases.

KNOWLEDGE

Knowledge of the process involved in the preparation of bills and subsidiary legislation for publication in both paper and electronic form.

Knowledge of Government procedures and particularly the workings of the relevant aspects of the PCO, Parliament, the State Law Publisher, and their information management systems.

Knowledge of relevant legislation (*Interpretations Act 1984, Reprints Act 1984*) and relevant Parliamentary standing orders.

Knowledge of formatting conventions, policies and procedures related to drafting legislation.

BEHAVIOURS

Confidentiality

The ability to observe and maintain the need for confidentiality, particularly when dealing with documents of a sensitive nature.

Open and Approachable

The ability to encourage or promote accessibility and to be balanced and objective in making decisions.

Independent Worker

The ability to work effectively with minimal supervision or direction.

Attention to Detail

Demonstrates a high level of accuracy and attention to detail when undertaking responsibilities and / or proof reading for extended periods of time.

QUALIFICATIONS (desirable)

Degree or diploma in a business administration, management or information management field.

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Work Related Requirements

The work related requirements to be addressed in the application are stated in the Application Package.

The following work related requirements may be assessed at different stages of the selection process.

ESSENTIAL SKILLS

Interpretation

The ability to source, interpret and apply legislation, policies and procedural guidelines.

Attention to Detail

Demonstrates a high level of accuracy and attention to detail when undertaking responsibilities and / or proof reading for extended periods of time.

Communication and Interpersonal

The ability to communicate with staff at various levels of seniority and to develop effective workplace relationships.

Team Leadership and Development

The ability to participate in, lead and facilitate teams, demonstrate integrity and a positive, proactive approach.

Priority Setting and Delegation

The ability to determine, set and meet work priorities and delegate appropriately across the team.

Resource Management

The ability to negotiate the provision and allocation of human, financial, physical and technological resources in order to address the operational needs of the team. The ability to monitor and report on effective usage.

Information and Knowledge Management

High level skills in the management of complex databases.

ESSENTIAL KNOWLEDGE

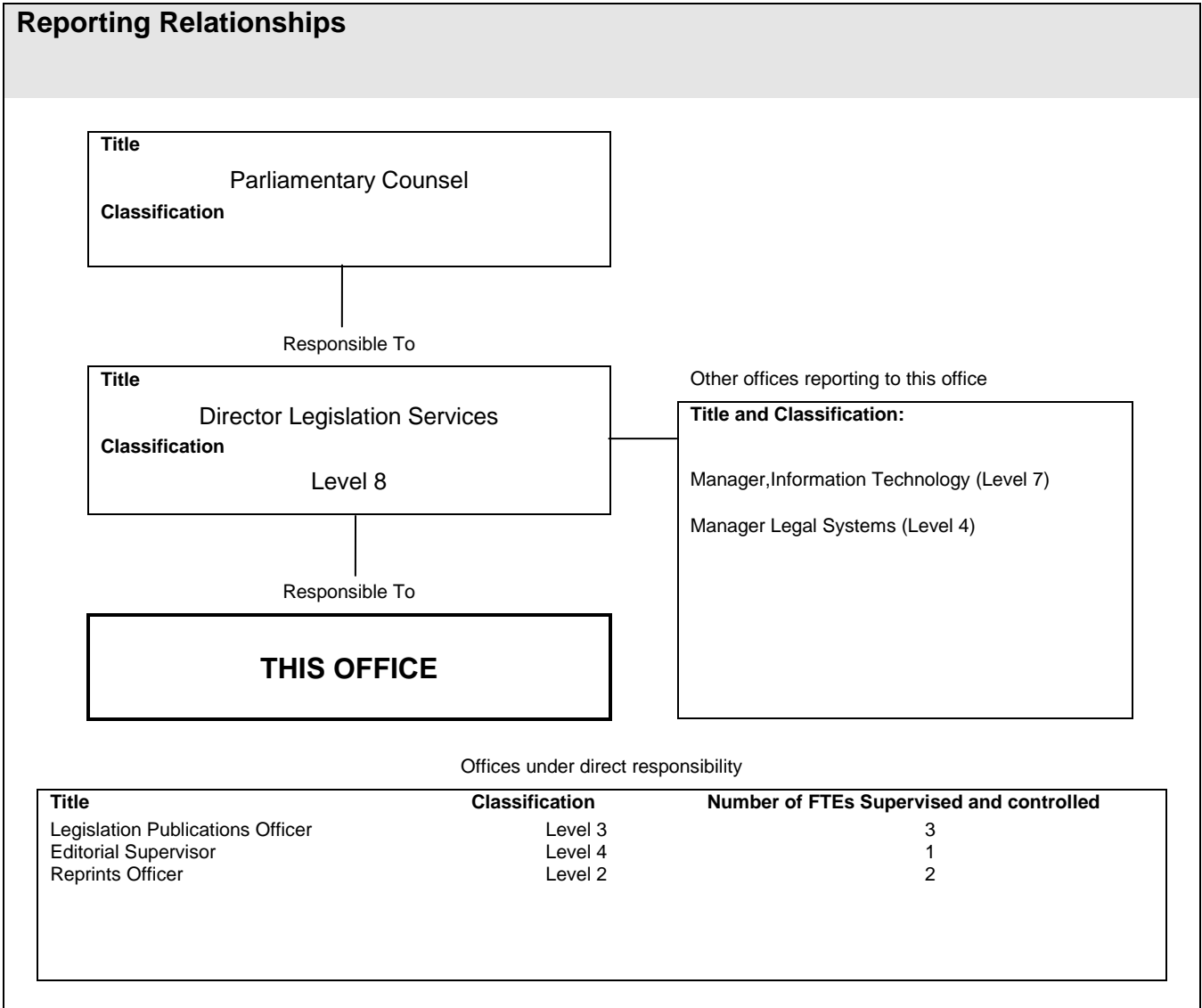
Working knowledge of the process by which legislation is drafted and enacted.

DESIRABLE KNOWLEDGE

Knowledge of the process involved in the preparation of bills and subsidiary legislation for publication in both paper and electronic form.

Knowledge of formatting conventions, policies and procedures related to drafting legislation.

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LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/G.E.H.A., free/rental, etc.	LOCATION ACCOMMODATION
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Executive Director Parliamentary Counsel
Signature
Date