



Job Description Form

Generic **Senior Policy Officer**

Legal Policy and Legislation

Position details

Classification Level: 6

Award/Agreement: PSA 1992/Public Sector CSA Agreement 2019

Position Status: Permanent

Organisation Unit: Strategic Reform

Physical Location: Perth CBD

Reporting relationships

Responsible to: 019653 Principal Policy Consultant, Level 8

This position: Senior Policy Officer - Level 6

Direct reports: NIL

Overview of the position

The Legal Policy and Legislation teams are accountable to the Corporate Executive for the reporting, coordination and development of Legal Policy and Legislative projects, in support of the Attorney General/First Law Officer and/or Minister for Corrective Services policy and legislative agendas.

The Senior Policy Officer assists the Legal Policy and Legislation teams in the development of legal policy and legislation.

Job description

As part of the Legal Policy and Legislation teams, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.

- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Conducts research and prepares documentation in support of the legal policy and legislative development process including Cabinet Submissions, Drafting Instructions, Second Reading Speeches, Committee notes and Parliamentary Briefings.
- Liaises and consults with State and Inter-State government agencies and non-government bodies and business/program area Managers within the Department on legal policy and legislation issues.
- Provides legal policy advice via the Executive Director to the Attorney General, Minister for Corrective Services, Director General, Corporate Executive Committee and business area managers.
- Develops legal policy options and proposals for legislative development in line with the Attorney General's/First Law Officer's and/or Minister for Corrective Services' agendas and progresses legislation from development, through Parliament, to enactment.
- Establishes and maintains constructive relationships, consults and communicates with key stakeholders within and outside the Department including State and Commonwealth government agencies, universities and other research bodies and special interest groups.
- Maintains professional and organisational competence and knowledge in the legal policy and legislation area.
- Maintains and shares knowledge of current trends in legal policy and legislation development.
- Participates constructively and positively within the team, including guiding less experienced team members when required, to contribute to the Department's outputs.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, scan the environment to monitor priorities and keep self and other stakeholders informed on critical factors and issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

Achieve Results

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, able to determine appropriate actions despite a lack of clarity, a focus on quality, adherence to current procedures and managing projects to completion within a set timeframe are fundamental to this role.

Builds Productive Relationships

The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated; high level of personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

Communicates and Influences Effectively

A demonstrated ability to present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

Role Specific Criteria

- Demonstrated experience in conducting research and preparing documentation in support of the legal policy and legislative development process including Cabinet Submissions, Drafting Instructions, Second Reading Speeches and briefings
- Demonstrated experience in consulting and communicating with key stakeholders in the development of legislation.

- Desirable: The applicant possess a tertiary qualification in a relevant area or has made substantial progress toward the attainment of such qualification.

Special requirements/equipment

Nil

Certification

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

Kylie Maj

A/Executive Director

Signature: _____ Date: 31/01/20

HR certification date: 13/02/20