



Job Description Form

Department of Justice 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 Assistant Parliamentary Counsel		
Effective Date 1 March 2016	Position Number Generic	Level L5LG
Division	Directorate Parliamentary Counsel's Office	Branch

Divisional Outcomes

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

Parliamentary processes are improved and the integrity of the State's legislation is enhanced through the provision of Non-Government legislative drafting services.

Divisional Outputs

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

- Drafting Bills.
- Drafting subsidiary legislation e.g. regulations, rules and orders.

The office also makes its legislative drafting services available to non-Government members of Parliament and to facilitate the work of parliamentary committees.

The office 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.

Branch Outputs

Role Of This Position

A position for a legislative drafter with considerable experience drafting legislation in a legislative drafting office.

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Responsibilities Of This Position

- Draft legislative instruments of some complexity or sensitivity without supervision but with guidance as necessary.
- Provide advice on legal issues that arise in the drafting of legislation.
- Provide on-the-spot drafting services and advice to Ministers and other members of Parliament during the passage of legislation as required.
- Read and settle the work of other drafters.

Management:

- Contribute to the development of office practice and procedures.

Corporate citizenship

Demonstrate high standards and practice of ethical conduct and behaviour as required under the Department's framework of Code of Conduct and Public Sector Code of Ethics.

Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.

Demonstrate commitment to the legislative obligations set out in the *Occupational Safety and Health Act 1984*.

Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the department's policies and any other direction given for their safety and health in the workplace.

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Work Related Requirements

*The following work-related requirements will be assessed at different stages of the selection process.
(Essential unless otherwise stated)*

Relevant skills and abilities

- Ability to draft legislative instruments of some complexity or sensitivity without supervision but with guidance as necessary.
- Clear written and oral communication skills in relation to matters of some complexity or sensitivity.
- Ability to develop constructive relationships with clients and work appropriately with co-workers.
- Ability to analyse and interpret legal and policy issues and develop solutions for complex or sensitive legal problems.
- High level of care and accuracy in preparing legislative instruments of some complexity or sensitivity in conformity with relevant procedures and precedents.
- Ability to manage workload and to respond in a timely way to urgent requests.
- Ability to work effectively within a team.
- Ability to supervise the work of junior drafters.

Previous professional experience

- Considerable professional experience as a legal practitioner drafting legislation (including legislation of some complexity or sensitivity) in a legislative drafting office.

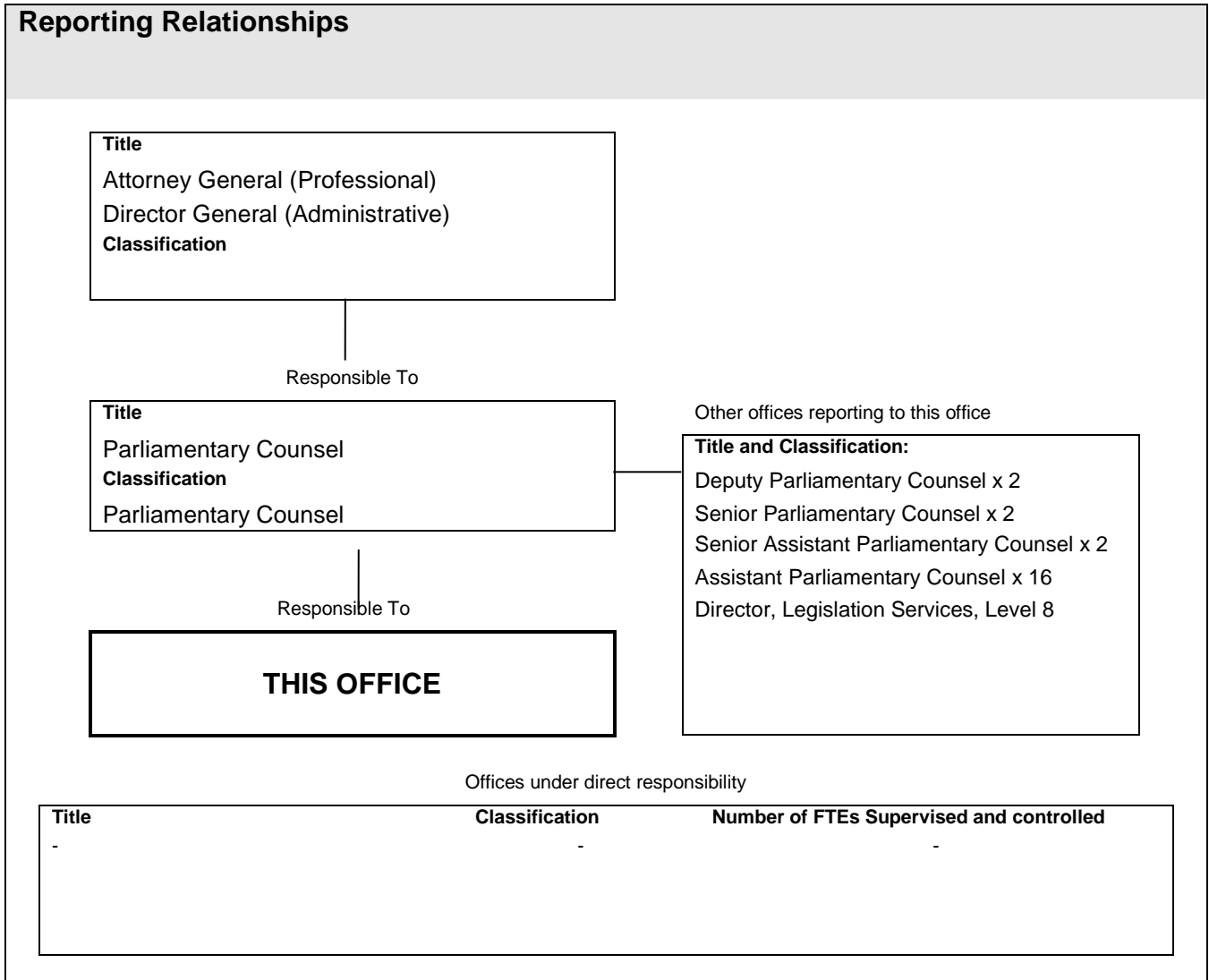
Relevant knowledge

- Sound knowledge of legislation and statutory interpretation.
- Sound knowledge of the machinery of government and the legislative process.
- Sound knowledge of constitutional law.
- Sound knowledge of current drafting theory and practice.

Qualifications

Admitted, or eligible to be admitted, as a legal practitioner in Western Australia.

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LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/GROH free/rental, etc.	LOCATION N/A ACCOMMODATION N/A
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	Specified Calling as per Clause 12 of the <i>Public Service Award 1992</i> and the <i>Government Officers Salaries Allowances and Conditions Award 1989</i> .

Certification The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
DELEGATED AUTHORITY APPROVAL <i>As per the Human Resource Management Delegations</i>	
Delegated Authority Name	
Signature	
Date	