



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 Senior Assistant Parliamentary Counsel		
Effective Date 1 July 2016	Position Number Generic	Level L7LG
Division Parliamentary Counsel's Office	Directorate	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 very senior legislative drafter with substantial experience drafting legislation in a legislative drafting office.

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Responsibilities Of This Position

- Draft complex or sensitive legislative instruments with full professional autonomy.
- 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.
- Mentor, train, and review the performance of, more junior drafters.

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 complex or sensitive legislative instruments with full professional autonomy.
- Clear written and oral communication skills in relation to complex or sensitive matters.
- 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 very complex or sensitive legal problems.
- High level of care and accuracy in preparing complex or sensitive legislative instruments in conformity with relevant procedures and precedents.
- Ability to manage workload and to respond quickly to high level urgent requests.
- Demonstrated leadership skills including as a leader of a small drafting team on larger or more complex projects.
- Ability to operate effectively as a senior drafter within a drafting office.
- Ability to provide structured appraisal and feedback to other drafters.
- Ability to provide appropriate supervision to junior drafters including as a mentor.

Previous work experience

- Substantial professional experience as a legal practitioner drafting legislation (including complex or sensitive legislation) in a legislative drafting office.

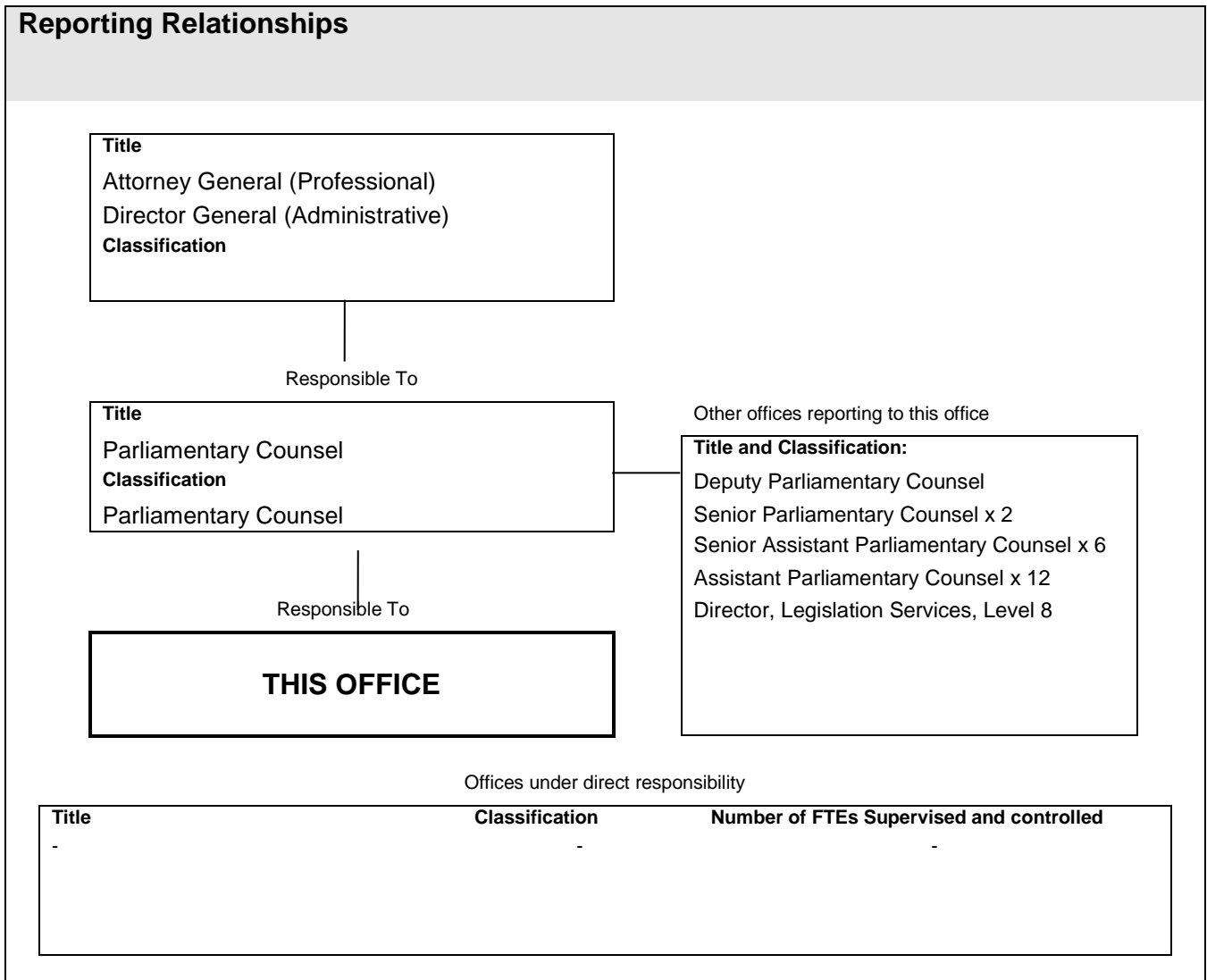
Relevant knowledge

- Thorough knowledge of legislation and statutory interpretation.
- Thorough knowledge of the machinery of government and the legislative process.
- Thorough knowledge of constitutional law.
- Thorough 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
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	ACCOMMODATION N/A
	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	