



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 Policy Officer		
Effective Date March 2014	Position Number 006632	Level 6
Division Office of the Director General	Directorate Policy & Aboriginal Services	Branch Strategic Policy

Divisional Outcomes

The Department of the Attorney General's purpose is to provide high quality and accessible justice, legal, registry, guardianship and trustee services that meet the needs of the community and government.

Directorate Outputs

- The delivery of Government Policy and relevant services to the Aboriginal community in a diverse range of justice initiatives.
- The development, implementation and co-ordination of the policy underpinnings for the Attorney General's wide ranging, dynamic and challenging law and order priorities.
- Proactive contribution to these priorities through up to date research, use of statistical analysis, environmental scanning and outcome evaluations.
- Provision of policy advice, information and knowledge to assist departmental strategic planning and business area planning and decision making.

Branch Outputs

See Directorate Outputs.

Role Of This Position

- Assists in the development of and, advocates, promotes and implements Attorney General/First Law Officer policy and legislation agenda.
- Through policy development and environmental scanning activities, contributes to the provision of advice and information to the Attorney General, Director General and business area Managers, particularly in relation to the needs of Aboriginal and Torres Strait Islander people.
- Maintains collaborative and co-operative internal and external stakeholder relationships and participates in external forums and with other departments, State and Federal.
- Assists in the integration of policy development within the Department.

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Responsibilities Of This Position

This position is responsible for assisting in the development and coordination of the Attorney General/First Law Officer's policy and legislation agenda and providing value-added policy and legislative advice to the Attorney General, Director General, Corporate Executive Committee and business area Managers, with a particular focus on Aboriginal and Torres Strait Islander peoples' interaction with the justice system.

Corporate Citizenship

- Demonstrate 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.
- 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 Health and Safety 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

Policy and Legislation Development

- Provides policy advice via the Director to the Attorney General, Director General, Corporate Executive Committee and business area Managers with particular emphasis on the needs of Aboriginal and Torres Strait Islander people.
- Liaises and consults with State and Inter-State government agencies and non-government bodies and business/program area Managers within the Department on policy and legislation issues including those relevant to the needs of Aboriginal and Torres Strait Islander people.
- Develops policy options and proposals for legislation development in line with the Attorney General/First Law Officer's law and order agenda.
- Prepares documentation in support of the legislative and policy development process including Cabinet Submissions, Drafting Instructions, Second Reading Speeches, Committee notes and Parliamentary Briefings as required.

Stakeholder Relationships

- 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, Aboriginal and Torres Strait Islander community members, and special interest groups.
- Represents the Department and contributes to the work of inter-departmental and inter-governmental committees and taskforces.
- Responds to Ministerial requests and correspondence and Parliamentary Questions as required.

Project Management

- Initiates, manages and undertakes projects of a complex nature.

Continuous Improvement and Professional Development

- Maintains professional and organisational competence and knowledge in the policy and legislation area.
- Maintains and shares knowledge of current trends in policy and legislation development.

Team Participation and Standards

- Participates constructively and positively within the team to contribute to the Directorate's outputs.

Ethical Behaviour

- Demonstrates ethical behaviour in accordance with relevant standards, values and policies.

Equity, Diversity and Occupational Safety and Health

- Applies the principles of equity, diversity, occupational safety and health in the workplace and behaves in accordance with relevant standards, values and policies.

Other

- Other duties as required.

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Work Related Requirements

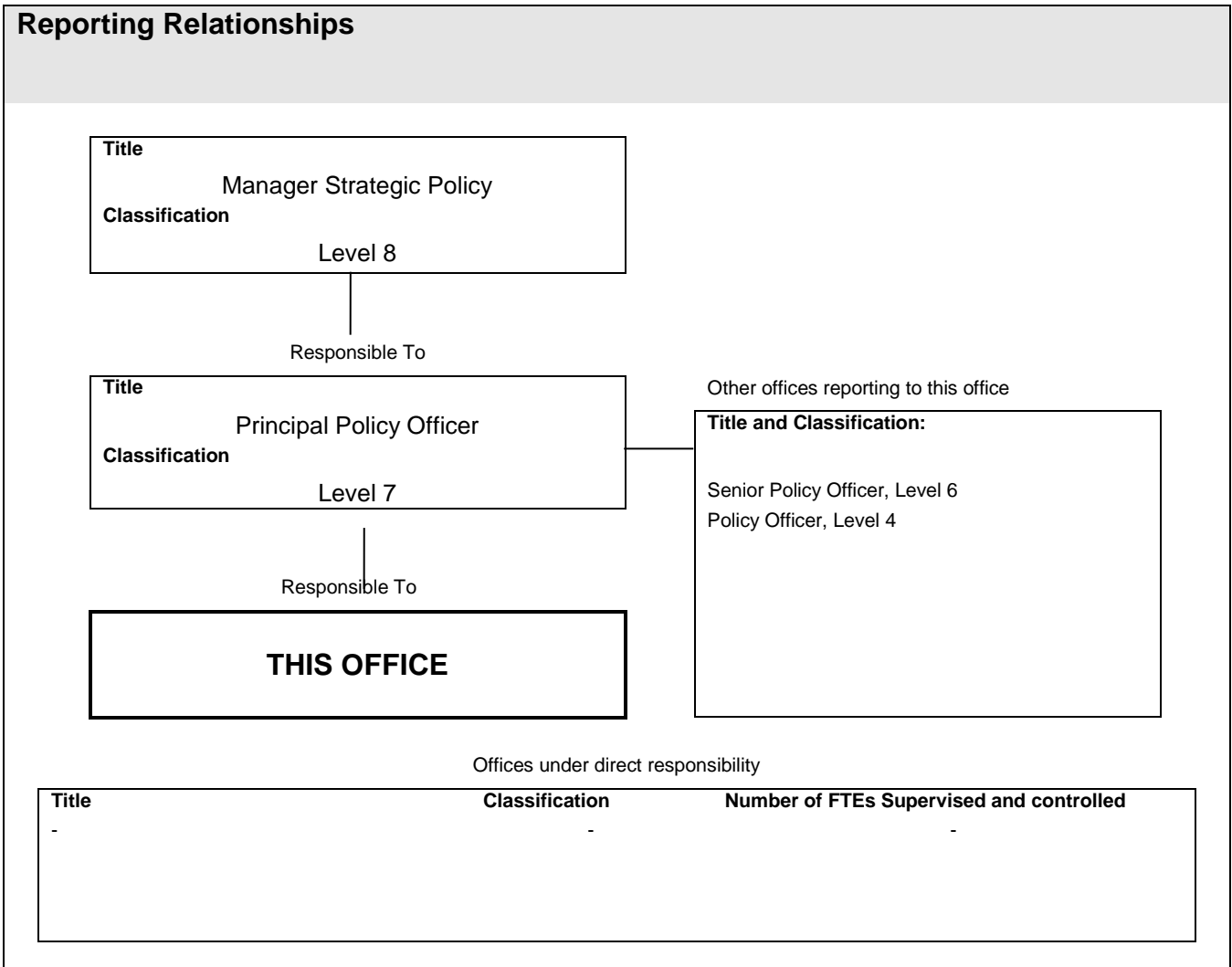
ESSENTIAL

1. Demonstrated high-level research, conceptual, analytical and problem-solving skills with experience in the development of complex policy.
2. Proven ability to coordinate policy projects and to meet deadlines within agreed resource parameters.
3. Well developed oral and written communication skills, including good presentation skills, the ability to adapt communication to suit diverse audiences, and the ability to write clear, well-structured reports which describe and analyse various policy options.
4. Ability to establish and maintain constructive relationships with Indigenous and non-Indigenous stakeholders, both internal and external to the agency, in order to achieve work goals.
5. Demonstrated ability both to work independently and to work effectively within a team.
6. Knowledge and understanding of Indigenous Australian society and culture, and of issues affecting the over-representation of Indigenous people in the justice system.

DESIRABLE

7. Experience in the development and review of legislation
8. Relevant tertiary qualifications or evidence of progression towards relevant tertiary qualifications.

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LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/GROH 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.

DELEGATED AUTHORITY APPROVAL <i>As per the Human Resource Management Delegations</i>	
Delegated Authority's Name	Executive Director Corporate Services – Alan Andersson
Signature	
Date	March 2014