



A workers' compensation and  
injury management scheme that works for all

## JOB DESCRIPTION FORM

### PRINCIPAL LEGISLATION OFFICER

#### LEVEL 7 (02203701)

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#### Key responsibilities

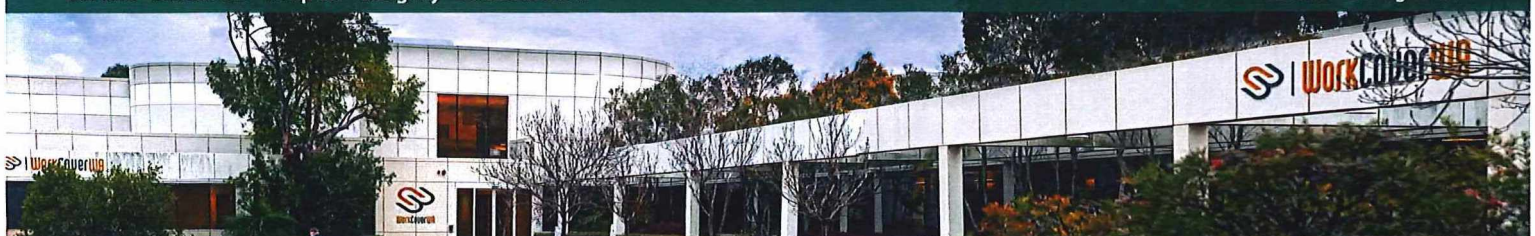
The Principal Legislation Officer advises on workers' compensation policy issues, undertakes legislative reviews and progresses new and amendment legislation through all relevant public sector and parliamentary processes.

#### Statement of duties

- Coordinates an ongoing program of legislative review.
- Reviews the adequacy of existing workers' compensation legislation and participates in the policy development process.
- Prepares Cabinet minutes and drafting instructions for new and amendment legislation and regulations.
- Manages internal and external stakeholder consultation processes on legislation matters.
- Advises the Minister's Office, departmental staff and key stakeholders on legislation matters.
- Instructs Parliamentary Counsel through the legislative development process.
- Progresses new and amendment legislation through all relevant public sector and parliamentary processes.
- Prepares parliamentary speech and committee notes.
- Advises on national and intergovernmental initiatives and develops relevant policy and implementation strategies.

#### Other

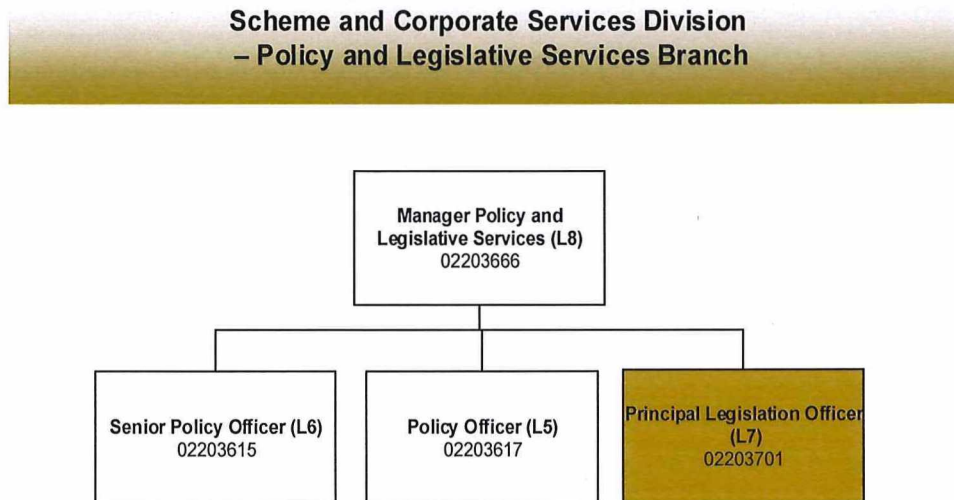
- Participates in the development and achievement of WorkCover WA's business plan, divisional plans, policies, practices and procedures.
- Complies with the requirements of the Agency Code of Conduct and all relevant legislation including EEO, OSH and Records Management.
- Performs other duties as directed.
- Participates in the Performance and Development Agreement system.



## Personal Characteristics

- Committed to a strong work ethic and self improvement.
- Customer focused.
- Exhibits personal integrity and professionalism.
- Innovative.

## Reporting relationships



## Work Related Requirements

1. Possession of the necessary knowledge, skills and experience to perform the duties and key responsibilities as listed above.
2. Demonstrated ability and experience in providing policy advice, reviewing legislation and progressing legislation through all public sector and parliamentary processes.

A/General Manager

A/Chief Executive Officer

