

## POSITION DETAILS

**Position Title**

Senior Legislation and Strategy Officer

**Position Number**

13842

**Classification Level**

Level 6

**Award/Agreement**

Public Service Award 1992 /  
Public Service and Government Officers  
General Agreement 2017

**Division/Directorate**

Planning and Service Delivery; Sport and  
Recreation

**Branch/Section**

Strategic Initiatives

**Physical Location**

246 Vincent Street, Leederville

**Effective Date**

28/03/2019

**Employment Type**

Permanent

Full time

## REPORTING RELATIONSHIPS

**Position reports to**

13818 – Director Strategic Initiatives – Level 8

**Positions reporting to this position**

Nil

## PURPOSE OF THE POSITION

This position is responsible for the review, development and implementation of new and amending legislation administered by the department.

## ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION	VISION	VALUES
Enlivened and successful communities and economy	To facilitate lively communities and economy and the offering of outstanding and inclusive sporting and cultural experiences	Vision Excellence Diversity Leadership Integrity

### DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

### DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

## DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. Policy and Legislation Development
  - 1.1 Formulates, reviews and implements new and amending legislation administered by the Department.
  - 1.2 Evaluates and analyses policy proposals to amend existing legislation or create new legislation administered by the Department.
  - 1.3 Undertakes the development of new or amending legislation in accordance with the State Government's Regulatory Impact Assessment process.
  - 1.4 Prepares Cabinet Submissions, Drafting Instructions, EXCO Papers for new and amending legislation.
2. Written and Verbal Communication
  - 2.1 Provides advice in response to requests from the Minister's Office, key stakeholders, members of the public and the media on matters related to the operation and interpretation of legislation administered by the Department.
  - 2.2 Coordinates and contributes to the preparation of departmental or Ministerial submissions or responses to Parliamentary, State or Commonwealth Government Inquiries and Reviews as they related to the legislation administered by the Department.
  - 2.3 Prepares responses to Ministerial and Departmental correspondence.
  - 2.4 Undertakes research and analysis as required.
3. Consultation and Liaison
  - 3.1 Consults and liaises with local governments, State Government agencies, nongovernment organisations and internal stakeholders when undertaking work tasks.
  - 3.2 Establishes and maintains effective relationships with internal and external stakeholders including local governments, State Government agencies and nongovernment organisations.
  - 3.3 Represents the Department at interagency forums and workshops.
4. Project and Organisational Management
  - 4.1 Works proactively, individually or as part of a team, and supports colleagues in the achievement of Branch outcomes.
  - 4.2 Assists with the management and planning of Branch work activities.
  - 4.3 Prepares work plans for significant projects undertaken by the Branch.
5. Other
  - 5.1 Other duties as required.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## WORK RELATED REQUIREMENTS

Essential Pre-employment requirements: e.g. qualifications, licences

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

### Essential

1. Demonstrated ability to formulate, review and implement new and amending legislation.
2. Demonstrated ability to coordinate and manage projects and achieve outcomes within tight timeframes.
3. Well-developed written communication skills including the ability to prepare reports and present information of varying complexity to various audiences.
4. Well-developed interpersonal and verbal communications skills, and the ability to develop and maintain effective relationships with internal and external stakeholders.
5. Well-developed conceptual, analytical and problem solving skills and ability to provide solutions to complex issues.
6. Demonstrated ability to interpret and apply legislation.

### Desirable

1. Tertiary qualifications in a relevant discipline.
2. Knowledge of Local Government Act 1995 and other legislation administered by the Department.

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Special Conditions

- To be eligible to apply for appointment to permanent positions in the Western Australian Public Sector, you must be an Australian citizen or have permanent resident status in Australia. For temporary (fixed term or casual) positions, you must have documentary evidence of your entitlement to live and work in Australia for the period of the contract.

### Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

### Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's AEDM within six months of appointment eg. duties required to undertake the role

## CERTIFICATION

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

.....  
**Corporate Executive Representative Signature**

Date (DD/MM/YYYY)

*I have read and accept the responsibilities of the Job Description Form.*

*The position's duties are to be performed in accordance with the Department's Code of Conduct.*

.....  
**Employee Signature**

Date (DD/MM/YYYY)

**REGISTERED**

DEPARTMENT OF LOCAL  
GOVERNMENT, SPORT AND CULTURAL  
INDUSTRIES

Initials: BP

Date: 28.03.2019