

POSITION DETAILS

Position Title

Legislation Officer

Position Number

13843

Classification Level

Level 4

Award/Agreement

Public Service Award 1992 or any other prevailing industrial instruments

Division/Directorate

Regulation

Branch/Section

Licensing and Industry Services

Physical Location

140 William Street, Perth

Effective Date

21/11/2019

Employment Type

Permanent

Employment Status

Full time

REPORTING RELATIONSHIPS

Position reports to

13927 – Manager Industry Services – Level 6

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

Provides research, advice and support in relation to the legislation and associated policies administered, reviewed and developed by the Department of Local Government, Sport and Cultural Industries.

Processes statutory applications under the Local Government Act and other relevant legislation.



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

To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.

VISION

Creating a vibrant, inclusive and connected WA community.

VALUES

**Customer Focused
Responsive
Respectful
Accountable
Innovative.**

DLGSC Objectives

- Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors
- Improve participation of culturally and linguistically diverse communities within Government and promote, support and celebrate the State’s cultural diversity
- Contribute to the wellbeing of the community through effective regulation
- Encourage and enable understanding and acknowledgement of Aboriginal history and contemporary society
- Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places.

DLGSC Approach

We will achieve this by:

- Working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience
- Being efficient, effective and responsive through an agile and flexible workforce
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of whole-of-State Government targets
- Using evidence based information to develop community focused engagement and partnerships

DUTIES OF THE POSITION

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

1. Legislation

- 1.1 Processes statutory applications under the Local Government Act and other relevant legislation.
- 1.2 Undertakes research and analysis to support in the review and development of legislation and associated policies administered by the Department.
- 1.3 Prepares correspondence, briefing notes and reports to the Minister, advisory committees, local government and other stakeholders in relation to the application of local government and other legislation administered by the Department.

2. Administration and Support

- 2.1 As required, provide an administrative and secretarial support to advisory committees.
- 2.2 Maintains and updates Departmental records relating to approvals and applications in relation to local government and other portfolio legislation.

3. Consultation and Liaison

- 3.1 Consults and liaises with local governments, State and Commonwealth Government agencies, non-government organisations, members of the public and internal stakeholders when undertaking assigned work tasks.
- 3.2 Provides advice to local governments and other stakeholders in relation to local law making matters and statutory applications and approvals processed by the Branch.
- 3.3 Works proactively, individually or as part of a team, and supports colleagues in the achievement of Branch outcomes.

4. Other

- 4.1 Ensures outcomes are in line with the agency business requirements and are based on a quality customer service principles and practices.
- 4.2 Undertakes 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: Nil

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. **Role Specific**
Demonstrated ability to comprehend, interpret, apply and review legislation, policies, procedures and programs.
2. **Shapes and Manages Strategy**
Ability to research, analyse and make evidence-based recommendations whilst anticipating potential risks to the Department.
3. **Achieves Results**
Sound organisational and prioritising skills with the ability to meet performance expectations.
4. **Builds Productive Relationships**
Ability to develop and maintain productive relationships, including liaising and consulting with a variety of internal and external stakeholders.
5. **Exemplifies Personal Integrity and Self-awareness**
 - Ability to demonstrate public service professionalism by performing duties of the role in accordance with departmental and team objectives, obtaining feedback and guidance from manager where required.
 - Ability to understand and operate within the mission, vision and values of the Department.
6. **Communicates and Influences Effectively**
Well-developed communication skills, including the ability to adapt messages to suit the intended audience and negotiate confidently.

Desirable

1. Knowledge of the Local Government Act 1995 and other legislation administered by the Department.
2. Knowledge of the roles, responsibilities and functions of local government.
3. Possession of tertiary qualification in a relevant discipline or experience relevant to the level of the position.



ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- None

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 accounting and ethical decision making training within six months of appointment

CERTIFICATION

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

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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.

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Employee Signature

Date (DD/MM/YYYY)

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| REGISTERED |
| DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES |
| Initials: BP |
| Date: 27.11.2019 |