



Job Description Form

022056 Assistant Director Legislative Services

Legislative Services

Position details

Classification Level: 8

Award/Agreement: PSA 1992 / Public Sector CSA Agreement
(and any subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Strategic Reform, Legislative Services

Physical Location: Perth CBD

Reporting relationships

Responsible to: 020664 Director Legislative Services, Specified Calling 6

This position: 022056 Assistant Director Legislative Services - Level 8

Direct reports: 022057 Principal Policy Officer – Level 7

022055 Senior Policy Officer – Level 6

Overview of the position

The Legislative Services Directorate is accountable to the Corporate Executive for the reporting, coordination and development of legal policy and legislative projects, in support of the Attorney General/First Law Officer and/or Minister for Corrective Services policy and legislative agendas.

The Assistant Director Legislative Services is responsible for providing strategic leadership in the development of legislative projects and strategies to reflect the objectives and priorities of the Department; managing the provision of legal policy and legislative advice, via the Director and Executive Director, to the Director General and the Corporate Executive Committee, and to the Attorney General and Minister for Corrective Services.

The Assistant Director also represents the Department on external forums and with other agencies with respect to legal policy and legislation issues and liaises and negotiates with key internal and external stakeholders and clients.

Job description

As part of the Directorate's leadership team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate
- Facilitate cultural and management reforms within the Department through leadership and engagement
- Represent the Department's interests on committees and working groups as required.

Role specific responsibilities

- Provides strategic and legal policy advice and proposals for legislation development via the Director and Executive Director, to business area managers, the Director General and the Corporate Executive Committee, and to the Attorney General and Minister for Corrective Services.
- Prepares documentation in support of the legislative and policy development process including Cabinet Submissions, Drafting Instructions, Second Reading Speeches, Committee notes, delivering Parliamentary Briefings and advising Ministers in Parliament.
- Reporting to the Director, takes the lead on, and oversees projects within the Directorate.
- Liaises and consults with State and Interstate government agencies and non-government bodies and business/program area managers within the Department on policy and legislation issues.
- Establishes and maintains constructive relationships, consults and communicates with key stakeholders within and outside the Department including State, Territory and Commonwealth government agencies, universities and other research bodies and special interest groups.
- 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.
- Contributes towards the corporate strategic projects and communications to reflect the objectives and priorities of the agency.
- Leads the development and implementation of strategies, plans, projects and policies to deliver high quality project outcomes.

- Anticipates opportunities and trends on project management issues and initiates change and innovation to enhance outcomes.
- Monitors, reviews and reports on the effectiveness of strategies and plans.
- Prioritises and allocates resources in accordance with Directorate and Divisional requirements.
- Establishes, builds and maintains effective and collaborative working relationships with senior executives, internal and external stakeholders, key clients and community members to enable proactive and reactive issues to be identified and resolved.
- Undertakes complex negotiations and collaborations on major projects and issues with senior representatives from government agencies and other organisations to achieve optimal outcomes.
- Demonstrated ability to problem solve, develop innovative solutions and implement and manage activities in order to develop options and priorities for a forward focussed program of work.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links between the business unit, departmental and whole of government agenda, translate strategy into operational goals, source and apply information on best practice approaches adopted in both the private and public sector, undertake objective, critical analysis and distil the core issues, present logical arguments and draw accurate conclusions, anticipate and seek to minimise risk, weigh options to identify solutions.

Achieve Results

The ability to; procure and administer contracts judiciously, value specialist expertise and capitalise on the knowledge within the organisation as well as consulting externally as appropriate, contribute personal expertise to achieve outcomes, evaluate ongoing performance, identify critical success factors, share information with others and assist them, commit to achieving quality outcomes and ensure documented procedures are maintained.

Builds Productive Relationships

The capacity to; build and sustain relationships with a network of key people internally and externally, anticipate and be responsive to internal and external client needs, work towards mutually beneficial outcomes, find opportunities to share information, keep others informed of issues, foster team work, resolve conflict using appropriate strategies.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated; high level of self-awareness and resilience when faced with challenges, openness to feedback, commitment to professionalism, probity and personal development, ability to provide impartial and forthright advice, challenge issues constructively, stand by your position and support others when required, seek guidance and advice when required. Engage with risk by providing impartial and forthright advice, constructively challenging important issues and identifying solutions. Actively support staff, identify and manage risk issues escalating as required.

Communicates and Influences Effectively

The ability to; confidently present messages in a clear, concise and articulate way, translate information for others, focusing on key points and using appropriate unambiguous language, anticipate reactions and be prepared to respond, approach negotiations with a strong grasp of the key issues, understand the desired objectives and associated strengths and weaknesses, encourage debate and identify common ground to facilitate agreement and acceptance of mutually beneficial outcomes.

Role Specific Criteria

- A bachelor's degree in a relevant discipline or related extensive experience.
- Demonstrated leadership and people management experience with a track record in motivating and providing direction, guidance and support to achieve high levels of performance.
- Strong experience in leading, managing and coordinating legislative projects including the development and review of legal policy and legislation and managing the passage of legislation through Parliament, with a proven ability to deliver outcomes within agreed timeframes.
- Excellent written communication skills with substantial experience in undertaking legislative development, instructing on Bills and preparing reports, Ministerial correspondence, Cabinet documents, and a broad range of documents to the highest standard.
- Demonstrated advanced level conceptual, analytical and decision-making skills in the development and analysis of proposals for legislative reform.
- Demonstrated ability to effectively communicate and consult with key stakeholders and negotiate and influence individuals or groups on points of legal policy and appropriate strategies to achieve desired outcomes.

Special requirements/equipment

Nil

Certification

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

Executive Director

Signature: _____ Date: 25 May 2022

HR certification date: July 2022