



Job Description Form

012514 Policy Officer

Legislative Services

Position details

Classification Level: 4

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

Position Status: Permanent

Organisation Unit: Strategic Reform, Legislative Services

Physical Location: Perth CBD

Reporting relationships

Responsible to: 007559 Assistant Director Legislative Services - Level 8

This position: 012514 Policy Officer - Level 4

Direct reports: NIL

Overview of the position

The Strategic Reform Division is responsible for the high-level coordination and implementation of the Department's reform agenda, which includes policy and legislative reform, high level strategic advice to government and developing key working relationships within the Justice portfolio, public sector and community.

The Legislative Services Directorate is accountable 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 Policy Officer, Legislative Services assists the Legislative Services directorate in the development of policy and legislation. The Policy Officer under guidance set by senior officers undertakes research, environmental scanning, provides draft briefings, reports on research findings and supports the analysis, development, review and implementation of a range of projects.

Job description

As part of the Legislative Services team, the successful applicant will be expected to:

- Engage in all aspects of legal policy and legislation development.
- 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.
- Contribute to cultural and management reforms within the Department.
- Support the Department's interest on committees and working groups as required.

Role specific responsibilities

Policy Development

- Contribute to the development and implementation of policies relating to the Attorney General / First Law Officer's and/or Minister for Corrective Services' policy and legislation agenda.
- Assist in the provision of policy and legislation advice to other business areas within the Department.
- Assist in the preparation of Cabinet Submissions, Drafting Instructions, Second Reading Speeches, Committee notes and Parliamentary Briefings.

Research and Analysis

- Conducts research and analysis of identified issues. Investigates and considers options to meet organisational needs and resolve problems.

Stakeholder Relationships

- Liaise effectively with internal and external stakeholders.
- Where required supports the Directorate in consultations and negotiations with relevant departmental staff, government agencies and other interested parties.

Information and Knowledge Management

- Develops own information sources and knowledge of current justice – Attorney General and Corrective Services Issues.

Project Management

- Contributes to the management of projects, providing project administration assistance and/or leading on some aspects of work.

Other duties as required in accordance with strategic objectives, business plans, workload priorities and performance management plans.

Job related requirements

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

Shapes and Manages Strategy

The ability to; understand the reasons for decisions and how they are related to their work, understand the work environment and identify issues that may impact own achievement and contributes to team planning, draw on information from a range of sources and to use common sense to analyse what information is important, anticipate issues that could impact on tasks and identify risks and uncertainties in procedures and tasks are all important for this role.

Achieve Results

The ability to; monitor progress against performance expectations to ensure deadlines are met, communicate outcomes to supervisor, apply and develop capabilities to meet performance expectations, demonstrate knowledge of new programs, products or services relevant to the position, work to agreed priorities, outcomes and resources and be responsive to changes in requirements are fundamental to this role.

Builds Productive Relationships

The capacity to; build and maintain relationships with team members, other teams, colleagues and clients, share information with team members, seek input from others, contribute to team discussions and ensure that others are kept informed, maintain an awareness of personalities, motivations and diverse qualities, treat people with respect and courtesy and an ability to act on constructive feedback.

Exemplifies Personal Integrity and Self-Awareness

An ability to; listen when own ideas are challenged, provide accurate advice to colleagues and clients and to check and confirm the accuracy of information prior to release, take responsibility for mistakes and learn from them, acknowledge when in the wrong, seek advice and assistance from colleagues and supervisor when uncertain. Engage with risk by providing accurate information, seeking guidance when required and reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; structure messages clearly and succinctly orally and in writing, focus on gaining a clear understanding of others comments by listening and questioning for clarity, check that own views have been understood, listen to differing ideas to develop an understanding of the issues are essential in this role.

Role Specific Criteria

- Demonstrated ability to assist in legal policy and legislative development.
- Demonstrated understanding of government, legislative and legal processes.

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: 12 Nov 2021

HR certification date: Dec 2021