



Job Description Form

Pool - Policy Officer

Legislative Services

Position details

Classification Level: 5

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

Position Status: Permanent / Fixed Term / Full Time – possibility of extension and/or permanency

Organisation Unit: Strategic Reform, Legislative Services

Physical Location: Perth CBD

Reporting relationships

Responsible to: Assistant Director Legislative Services - Level 8

This position: Generic Policy Officer - Level 5

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 provides assistance to the branch in the research, evaluation and analysis of a range of policy initiatives. In addition, the position will undertake a variety of activities that will assist to shape and manage the Departments strategic agenda.

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 demonstrate 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

- Conducts research, including environmental scanning and analysis and prepares documentation in support of the legal policy and legislative development process including Cabinet Submissions, Drafting Instructions, Second Reading Speeches, Committee notes and Parliamentary Briefings.
- Liaises and consults with State and interstate government agencies and non-government bodies and business/program area Managers within the Department on legal policy and legislation issues.
- Provides legal policy advice via the Executive Director to the Attorney General, Minister for Corrective Services, Director General, Corporate Executive Committee and business area managers.
- Develops legal policy options and proposals for legislative development in line with the Attorney General's/First Law Officer's and/or Minister for Corrective Services' agendas and progresses legislation from development, through Parliament, to enactment.
- Establishes and maintains constructive relationships, consults and communicates with key stakeholders within and outside the Department including State and Commonwealth government agencies, universities and other research bodies and special interest groups.
- Contributes to and assists with the preparation of detailed policy proposals, submissions, discussion papers and other documents incorporating research and feedback to inform the strategic decision-making process within the Directorate and across the Department.
- Maintains and shares knowledge of current trends in legal policy and legislation development.
- Participates constructively and positively within the team to contribute to the Department's outputs.

- 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 role 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 to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

Builds Productive Relationships

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Demonstrated experience in development of legal policy and legislation.
- Demonstrated understanding of government, legislative and legal processes.

- Demonstrated experience in policy development, implementation and evaluation.

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.

Acting Executive Director Strategic Reform

Signature: _____ Date: _____

HR certification date: _____