

## Job Description Form – Senior Legislation and Strategy Officer

<b>Position number:</b>	14778	<b>Classification:</b>	Level 6
<b>Division:</b>	Local Government	<b>Branch/section:</b>	Policy and Legislation
<b>Reports to:</b>	13865	<b>Direct reports:</b>	Nil

### Position details

### Position purpose

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

### Context

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The Local Government team partners with local government across Western Australia to deliver good governance to the community. The team administers legislation impacting local government and the community and receives and processes statutory applications. It continues to engage local governments through education and capacity building for the sector.

### Responsibilities

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- Formulates, reviews and implements new and amending legislation administered by the Department.
- Evaluates and analyses policy proposals to amend existing legislation or create new legislation administered by the Department.
- Undertakes the development of new or amending legislation in accordance with the State Government's Regulatory Impact Assessment process.
- Prepares Cabinet Submissions, Drafting Instructions, EXCO Papers for new and amending legislation.
- 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
- 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.

- Consults and liaises with local governments, State Government agencies, non-government organisations and internal stakeholders when undertaking work tasks.
- Establishes and maintains effective relationships with internal and external stakeholders including local governments, State Government agencies and non-government organisations.
- Represents the Department at interagency forums and workshops.
- Works proactively, individually or as part of a team, and supports colleagues in the achievement of Branch outcomes.
- Assists with the management and planning of Branch work activities.
- Prepares work plans for significant projects undertaken by the Branch.
- Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
- Demonstrate the Expected Behaviours of the leadership context for this role listed below.
- Perform any other duties as assigned or necessary to support the objectives of DLGSC.

## Selection criteria

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This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. 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. Considerable experience in managing projects or programs and achieving outcomes in tight timeframes.
2. Substantial experience in the development of policy or legislation aligned to public interest.
3. High level experience in research and analysis of complex matters related to policy development and review.
4. Demonstrated ability to interpret and apply legislation.
5. Demonstrated ability to apply innovative thinking, conceptual and problem-solving skills to the development and implementation of improved work practices.
6. Well-developed communication and interpersonal skills to build and sustain effective relationship and partnerships.

### Desirable

- Tertiary qualifications in a relevant discipline.
  - Knowledge of Local Government Act 1995 and other legislation administered by the Department.
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## Leadership expectations

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We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Personal Leadership** context.

<b>Lead collectively</b>	Seek and build key relationships, work
<b>Think through complexity</b>	Think critically, work with ambiguity and
<b>Dynamically sense the environment</b>	Be in tune with the political, social and environmental trends that impact the work;
<b>Deliver on high leverage areas</b>	Identify priorities, pursue objectives with
<b>Build capability</b>	Proactively develop others; share learning to
<b>Embody the spirit of public service</b>	Display empathy, compassion, humility and integrity, and a genuine passion for the work;
<b>Lead adaptively</b>	Continuously seek to understand personal

## Pre-employment requirements

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All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

Other conditions specific to this role are:

- Nil

Registration date	11/03/2025
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