

Job Description Form – Senior Legislation Officer

Position number:	13807	Classification:	Level 5
Division:	Local Government, Liquor and Gambling Regulation	Branch/section:	Licensing and Statutory Approvals
Reports to:	13828 - Principal Strategy Officer - L7	Direct reports:	Nil

Position details

Position purpose

Provides and prepares advice and recommendations on current, new or amending legislation, including Acts, Regulations and local laws as administered by the Department.

Context

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

1. Policy and Legislation Development

- Assists with the development, review and implementation of new and amending legislation administered by the Department.
- Prepares Cabinet Submissions, Drafting Instructions and EXCO Papers for new and amending legislation.
- Evaluates, assesses and makes recommendations on statutory approval applications and local laws.
- Prepares correspondence, briefing notes, submissions and advice to the Minister, the Department, local governments and other stakeholders in relation to the functions of the Department and the legislation administered by it.

2. Project and Organisational Management

- 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.
 - Participates in the preparation of work plans for significant projects undertaken by the Branch.
- 3. Consultation and Liaison**
- 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.
 - Provides advice to local governments and other stakeholders in relation to local law making matters and statutory applications and approvals processed by the Branch.
- 4. Other**
- Ensures outcomes are in line with the agency business requirements and are based on quality customer service principles and practices.
 - Undertakes other duties as required.
5. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
6. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
7. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

Selection criteria

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. Role Specific Requirements
 - Demonstrated ability to assist with the formulation, review and implementation of new and amending legislation through the application of well-developed analytical and problem-solving skills
 - Demonstrated proven ability to comprehend, interpret, apply and review legislation, policies, procedures and programs
 - Demonstrated experience in the preparation of documentation necessary to facilitate the drafting of new and amending legislation
2. Shapes and Manages Strategy
 - Supports shared purpose and direction
 - Thinks strategically
 - Harnesses information and opportunities
 - Shows judgement, intelligence and common sense
3. Achieves Results
 - Well-developed planning and organisational skills that demonstrate an ability to achieve outcomes within established timeframes

- Identifies and uses resources wisely
 - Applies and builds professional expertise
 - Responds positively to change
 - Takes responsibility for managing projects to achieve results
4. Builds Productive Relationship
- Nurtures internal and external relationships
 - Listens to, understands and recognises the needs of others
 - Values individual differences and diversity
 - Shares learning and supports others
5. Exemplifies personal integrity and self-awareness
- Demonstrates public service professionalism and probity
 - Engages with risk and shows personal courage
 - Commits to action
 - Promotes and adopts a positive and balanced approach to work
 - Demonstrates self-awareness and a commitment to personal development
 - Shares learning and supports others
 - Ability to understand and operate within the mission, vision and values of the Department
6. Communicates and Influences Effectively
- Highly developed written, oral and interpersonal skills including the ability to prepare and present information to wide variety of stakeholders
 - Negotiates 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.

Leadership expectations

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.

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

Pre-employment requirements

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:

- Working with Children Check if applicable <delete if not required>
- Ability and willingness to undertake travel for business needs <delete if not required>
- Current WA Driver's license <delete if not required>
- Special Conditions. E.g. working outside business hours, pre-employment medical. <delete if not required>
- Senior First Aid Certificate <delete if not required>

Registration date	10/02/25
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