



## Job Description Form

### Senior Assistant Parliamentary Counsel

#### Parliamentary Counsel's Office

##### Position details

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Classification Level: L6LG

Award/Agreement: Public Service Award 1992 and the Government Officers Salaries Allowances and Conditions Award 1989.

Position Status: Permanent

Organisation Unit: Parliamentary Counsel's Office

Physical Location: Perth CBD

##### Reporting relationships

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Responsible to: 1185 - Parliamentary Counsel - Level - SLBD1

**This position: Senior Assistant Parliamentary Counsel - L6LG**

Direct reports: NIL

##### Overview of the position

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Divisional Outputs

Prepare legislation to give effect to Government policy. This includes:

- Drafting Bills
- Drafting subsidiary legislation e.g. regulations, rules and orders.

The Division is also responsible for the compilation and consolidation of the text of Acts and subsidiary legislation so that the laws of the State can be made available, in printed and electronic form.

The position of Senior Assistant Parliamentary Counsel is responsible for drafting complex or sensitive legislative instruments without supervision but with guidance as necessary and provides advice on legal issues that arise in the drafting of legislation.

##### Job description

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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 organisational structure 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
- Represent the Department's interests on committees and working groups as required.

### **Role specific responsibilities**

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- Draft complex or sensitive legislative instruments without supervision but with guidance as necessary.
- Provide advice on legal issues that arise in the drafting of legislation.
- Provide on-the-spot drafting services and advice to Ministers and other members of Parliament during the passage of legislation as required.
- Read and settle the work of other drafters.

### **Management**

- Contribute to the development of office practice and procedures.

### **Corporate citizenship**

- Demonstrate high standards and practice of ethical conduct and behaviour as required under the Department's frameworks of Code of Conduct and Public Sector Code of Ethics.
- Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.
- Demonstrate commitment to the legislative obligations set out in the *Work Health and Safety Act 2020*.
- Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the department's policies and any other direction given for their safety and health in the workplace.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

## **Role Specific Criteria**

### **Relevant skills and abilities**

- Ability to draft complex or sensitive legislative instruments without supervision but with guidance as necessary.
- Clear written and oral communication skills in relation to complex or sensitive matters.
- Ability to develop constructive relationships with clients and work appropriately with co-workers.

- Ability to analyse and interpret legal and policy issues and develop solutions for complex or sensitive legal problems.
- High level of care and accuracy in preparing complex or sensitive legislative instruments in conformity with relevant procedures and precedents.
- Ability to manage workload and to respond quickly to urgent requests.
- Ability to work effectively as a leader of a small team on larger or more complex projects.
- Ability to provide appropriate supervision to junior drafters including as a mentor.

### **Previous work experience**

- Substantial professional experience as a legal practitioner drafting legislation (including complex or sensitive legislation) in a legislative drafting office.

### **Relevant knowledge**

- Sound knowledge of legislation and statutory interpretation.
- Sound knowledge of the machinery of government and the legislative process.
- Sound knowledge of constitutional law.
- Sound knowledge of current drafting theory and practice.

### **Essential eligibility requirements**

In order to hold this position a person must be one of the following:

- A person who is an Australian lawyer who is the holder of, or is eligible to hold, an Australian practising certificate as defined in the *Legal Profession Uniform Law (WA)*;
- A person who is eligible to be admitted to the legal profession in Western Australia under the *Trans-Tasman Mutual Recognition (Western Australia) Act 2007*;
- A person who —
  - is admitted, or eligible for admission, as a lawyer in any of the following jurisdictions —
    - (i) Canada (including a Province or Territory of Canada);
    - (ii) Ireland;
    - (iii) the United Kingdom (including England and Wales, Northern Ireland and Scotland); and
  - has been employed as a legislative drafter in a government legislative drafting office in one of those jurisdictions for a period or periods equivalent to 5 years.

### **Special requirements/equipment**

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Nil

## **Certification**

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

Parliamentary Counsel

Signature: \_\_\_\_\_ Date: 15 August 2022

HR certification date: August