

## JOB DESCRIPTION

<b>Agency</b>	Department of the Attorney-General and Justice	<b>Work Unit</b>	Office of the Parliamentary Counsel
<b>Job Title</b>	Deputy Chief Parliamentary Counsel	<b>Designation</b>	Executive Contract Officer 3
<b>Job Type</b>	Full Time	<b>Duration</b>	Fixed for 4 years
<b>Salary</b>	\$246,537	<b>Location</b>	Darwin
<b>Position Number</b>	5125 <b>RTF</b> 115437	<b>Closing</b>	23/04/2017
<b>Contact</b>	Andrew Jones, Chief Parliamentary Counsel on 08 8999 7741 or <a href="mailto:Andrew.Jones@nt.gov.au">Andrew.Jones@nt.gov.au</a>		
<b>Agency Information</b>	N/A		
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached detailed resume/cv.</b> For further information for applicants and example applications: <a href="#">click here</a>		
<b>Information about Selected Applicant's Merit</b>	If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: <a href="#">click here</a>		
<b>Special Measures</b>	Not applicable to this vacancy.		
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/Application?rtfId=115437">https://jobs.nt.gov.au/Home/Application?rtfId=115437</a>		

### **Primary Objective:**

The Deputy Chief Parliamentary Counsel provides high level legislative drafting services and assists the Chief Parliamentary Counsel in managing the Office.

### **Context Statement:**

The Office of the Parliamentary Counsel drafts legislation, and provides advice on legislation, to the Government and Members of the Legislative Assembly in relation to matters within the competence of the Northern Territory.

### **Key Duties and Responsibilities:**

1. Draft independently legislation with a high degree of complexity, urgency or sensitivity.
2. Assist the Chief Parliamentary Counsel in the management of OPC's function of publishing legislation.
3. Perform the duties of the Chief Parliamentary Counsel in the absence of the Chief Parliamentary Counsel.
4. Supervise, train and mentor junior drafters and other OPC team members.
5. Advise the Chief Parliamentary Counsel on legal and management issues.

### **Selection Criteria**

#### **Essential:**

1. Admission or qualification for admission as a legal practitioner of the High Court of Australia or the Supreme Court of a State or Territory of the Commonwealth.
2. Extensive experience in legislative drafting, including complex, urgent and sensitive legislation.
3. Proven record of high level motivation, people management and leadership skills.
4. Experience in assisting in the management of a legislative drafting office or proven ability to do so.
5. Excellent legal knowledge.
6. Excellent oral and written communication and engagement skills
7. Highly developed interpersonal skills with the ability to build and foster relationships at the most senior levels of the NT Government and drafting offices in other jurisdictions.
8. Demonstrated commitment to excellence and high professional standards.

Approved: 2017

Andrew Jones, Chief Parliamentary Counsel