**PCO work related requirements by Classification Level**

| **Position** | **Assistant Parliamentary Counsel - L2LG** | **Assistant Parliamentary Counsel - L3LG** | **Assistant Parliamentary Counsel - L4LG** | **Assistant Parliamentary Counsel - L5LG** | **Senior Assistant Parliamentary Counsel - L6LG** | **Senior Assistant Parliamentary Counsel - L7LG** |
| --- | --- | --- | --- | --- | --- | --- |
| **Salary Range** | $91,548 - $110,176 | $121,885 - $130,636 | $138,047 -$163,719  | $179,637 | $198,794 - $223,507 | $235,171 |
| **Description of position** | A position for a person with some professional experience as a legal practitioner, preferably in a relevant field. | A position for a person with some experience as a legal practitioner drafting legislation or with professional experience as a legal practitioner in a relevant field. | A position for a person with experience as a legal practitioner drafting legislation or with considerable professional experience as a legal practitioner in a relevant field. | A position for a legislative drafter with considerable experience drafting legislation in a legislative drafting office. | A position for a senior legislative drafter with substantial experience drafting legislation in a legislative drafting office. | A position for a very senior legislative drafter with substantial experience drafting legislation in a legislative drafting office. |
| **Responsibilities of this position** | **Drafting**:* develop basic drafting skills and draft routine legislative instruments under close supervision;
* provide advice on legal issues that arise in the drafting of legislation;
* read the work of other drafters;
* perform research work for more senior drafters.
 | **Drafting**:* draft routine legislative instruments under limited supervision and legislative instruments of some complexity or sensitivity under close supervision;
* 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 the work of other drafters;
* perform research work for more senior drafters.
 | **Drafting**:* draft routine legislative instruments without supervision and legislative instruments of some complexity or sensitivity under limited supervision;
* 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 the work of other drafters.
 | **Drafting**:* draft legislative instruments of some complexity or sensitivity 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.
 | **Drafting**:* 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.
 | **Drafting**:* draft complex or sensitive legislative instruments with full professional autonomy;
* 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.
 | **Management**:* contribute to the development of office practice and procedures.
 | **Management**:* contribute to the development of office practice and procedures;
* mentor, train, and review the performance of, more junior drafters.
 |
| **Qualifications** | Admitted, or eligible to be admitted, as a legal practitioner in Western Australia. | Admitted, or eligible to be admitted, as a legal practitioner in Western Australia. | Admitted, or eligible to be admitted, as a legal practitioner in Western Australia. | Admitted, or eligible to be admitted, as a legal practitioner in Western Australia. | Admitted, or eligible to be admitted, as a legal practitioner in Western Australia. | Admitted, or eligible to be admitted, as a legal practitioner in Western Australia. |
| **ESSENTIAL WORK RELATED REQUIREMENTS** |
| **Overall drafting ability** | Ability to draft routine legislative Instruments under close supervision. | Ability to draft routine legislative instruments under limited supervision and to draft legislative instruments of some complexity or sensitivity under close supervision. | Ability to draft routine legislative instruments without supervision and to draft legislative instruments of some complexity or sensitivity with limited supervision. | Ability to draft legislative instruments of some complexity or sensitivity without supervision but with guidance as necessary. | Ability to draft complex or sensitive legislative instruments without supervision but with guidance as necessary. | Ability to draft complex or sensitive legislative instruments with full professional autonomy. |
| **Communication**  | Clear written and oral communication skills in relation to routine matters.Ability to work appropriately with clients and co‑workers. | Clear written and oral communication skills in relation to matters of some complexity or sensitivity.Ability to work appropriately with clients and co‑workers. | Clear written and oral communication skills in relation to matters of some complexity or sensitivity.Ability to develop constructive relationships with clients and work appropriately with co‑workers. | Clear written and oral communication skills in relation to matters of some complexity or sensitivity.Ability to develop constructive relationships with clients and work appropriately with co‑workers. | 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. | 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. |
| **Analytical** | Ability to analyse and interpret legal and policy issues and develop solutions for routine legal problems. | Ability to analyse and interpret legal and policy issues and develop solutions for legal problems of some complexity or sensitivity. | Ability to analyse and interpret legal and policy issues and develop solutions for legal problems of some complexity or sensitivity. | Ability to analyse and interpret legal and policy issues and develop solutions for complex or sensitive legal problems. | Ability to analyse and interpret legal and policy issues and develop solutions for complex or sensitive legal problems. | Ability to analyse and interpret legal and policy issues and develop solutions for very complex or sensitive legal problems. |
| **Care and accuracy** | High level of care and accuracy in preparation of routine or smaller legislative instruments in conformity with relevant procedures and precedents. | High level of care and accuracy in preparing legislative instruments of some complexity or sensitivity in conformity with relevant procedures and precedents. | High level of care and accuracy in preparing legislative instruments of some complexity or sensitivity in conformity with relevant procedures and precedents. | High level of care and accuracy in preparing legislative instruments of some complexity or sensitivity in conformity with relevant procedures and precedents. | High level of care and accuracy in preparing complex or sensitive legislative instruments in conformity with relevant procedures and precedents. | High level of care and accuracy in preparing complex or sensitive legislative instruments in conformity with relevant procedures and precedents. |
| **Managing workload**  | Ability to manage non-urgent workload. | Ability to manage non-urgent workload with occasional urgent matters. | Ability to manage non-urgent workload with some urgent matters. | Ability to manage workload and to respond in a timely way to urgent requests. | Ability to manage workload and to respond quickly to urgent requests. | Ability to manage workload and to respond quickly to high level urgent requests. |
| **Team work** | Ability to work effectively within a team including assisting more senior drafters with larger projects. | Ability to work effectively within a team including assisting more senior drafters with larger projects. | Ability to work effectively within a team including assisting more senior drafters with larger projects. | Ability to work effectively within a team. | Ability to work effectively as a leader of a small team on larger or more complex projects. | Demonstrated leadership skills including as a leader of a small drafting team on larger or more complex projects.Ability to operate effectively as a senior drafter within a drafting office.Ability to provide structured appraisal and feedback to other drafters. |
| **Supervision** | Not applicable | Not applicable | Ability to supervise the work of junior drafters in relation to routine legislative instruments.  | Ability to supervise the work of junior drafters. | Ability to provide appropriate supervision to junior drafters including as a mentor. | Ability to provide appropriate supervision to junior drafters including as a mentor. |
| **Previous professional experience** | Some professional experience as a legal practitioner, preferably in a relevant field (desirable). | Some professional experience as a legal practitioner drafting legislation or professional experience as a legal practitioner in a relevant field. | Professional experience as a legal practitioner drafting legislation or considerable professional experience as a legal practitioner in a relevant field. | Considerable professional experience as a legal practitioner drafting legislation (including legislation of some complexity or sensitivity) in a legislative drafting office.  | Substantial professional experience as a legal practitioner drafting legislation (including complex or sensitive legislation) in a legislative drafting office.  | Substantial professional experience as a legal practitioner drafting legislation (including complex or sensitive legislation) in a legislative drafting office. |
| **Relevant knowledge** | Knowledge of legislation and statutory interpretation.Knowledge of the machinery of government and the legislative process.Knowledge of constitutional law. | Knowledge of legislation and statutory interpretation.Knowledge of the machinery of government and the legislative process.Knowledge of constitutional law. | Knowledge of legislation and statutory interpretation.Knowledge of the machinery of government and the legislative process.Knowledge of constitutional law.Knowledge of current drafting theory and practice (desirable). | 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. | 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. | Thorough knowledge of legislation and statutory interpretation.Thorough knowledge of the machinery of government and the legislative process.Thorough knowledge of constitutional law.Thorough knowledge of current drafting theory and practice. |