Government of **Western Australia**
Department of **Justice**

Job Description Form

we are only as good as our people...

Position title		**Position number**
Senior Parliamentary Counsel - Level 1		**Generic**
Classification level	**Award/Agreement**	**Effective date**
SLBD4	Salaries and Allowances Tribunal (SALA) (*Salaries and Allowances Act 1975*)	October 2026
Division and Directorate	**Branch**	**Location**
Parliamentary Counsel's Office		Perth CBD

Mission	Principles	Values
• A fair, just and safe community for all Western Australians	• High performing and professional • Ethical and accountable • Trained, safe and supported	• Respecting rights and diversity • Fostering service excellence • Being fair and reasonable

Reporting relationships

Responsible to:	1185	SLBD1	Parliamentary Counsel
This position:	**Generic**	**SLBD4**	**Senior Parliamentary Counsel - Level 1**
Direct reports:			Nil

About this position

The Parliamentary Counsel's Office (PCO) provides legislative drafting and related services to the State Government, its departments and agencies. PCO also provides legislative drafting services to private Members of Parliament and Parliamentary committees.

PCO publishes the legislation of Western Australia on the Western Australian legislation website (www.legislation.wa.gov.au), which it hosts and maintains.

The position of Senior Parliamentary Counsel - Level 1 is responsible for drafting very complex or sensitive legislative instruments with full professional autonomy and performs an active leadership and management role within PCO.

Key deliverables – what this position involves

- Draft very 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.
- Perform an active role in the development of office practice and procedures.
- Mentor, train, supervise, and review the performance of other drafters.
- Provide a leadership and management role in the office.
- Demonstrate a commitment to adhere to the Department's Code of Conduct, Public Sector Commission's Ethical Foundations and Equal Employment Opportunity legislation

- Demonstrates the expected behaviours of the context for this role
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Leadership expectations – our expectations of you

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.

For this role, you will be someone who exhibits behaviours and mindsets within the leadership context of Leading Leaders.

Essential selection criteria – what you need to bring to this role	
1 Role specific requirements	• Demonstrated ability to draft very complex or sensitive legislative instruments with full professional autonomy, applying a high level of care and accuracy and conforming to relevant procedures and precedents. • Demonstrated ability to analyse and interpret legal and policy issues and develop solutions for very complex or sensitive legal problems. • Demonstrated leadership skills, including the ability to supervise and manage other drafters, provide structured performance feedback, lead a small team on larger or more complex projects and contribute constructively to management decisions. • Demonstrated clear written and oral communication skills in relation to very complex or sensitive matters. • Demonstrated ability to operate effectively as a senior drafter within a drafting office, managing workload and providing high level drafting services in pressured situations. • Extensive professional experience as a legal practitioner drafting legislation (including very complex or sensitive legislation) in a legislative drafting office. • Demonstrated thorough knowledge of legislation and statutory interpretation, the machinery of government and legislative process, constitutional law, and current drafting theory and practice.
2 Lead collectively Seek and build key relationships, work together and focus on the greater good.	• Considers the impact on others when making decisions. • Can translate and communicate objectives into strategic projects and key performance areas. • Builds relationships and leverages these to meet objectives. • Aligns goals and purpose across different teams; cross collaborates.
3 Think through complexity Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.	• Uses logical analysis to think through complexity and effectively differentiate essential and non-essential information. • Summarises large volumes of data, extracting the essential information and translating this to target audiences. • Interrogates information from a wide array of sources and uses criteria to evaluate the merit of the information.

Essential selection criteria – what you need to bring to this role	
	• Identifies potential opportunities to mitigate risk and communicate them upwards
4 Dynamically sense the environment Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.	• Considers solutions carefully and explores the wider impact of their decisions (for example, navigating social, political and economic challenges). • Intervenes early on issues and takes decisive action once the most viable solution is identified. • Communicates clearly and concisely and translates messages for target audience. • Recognises the importance of building professional networks and actively seeks to build relationships. • Resolves conflict, approaching crucial conversations with thoughtfulness, diplomacy, and confidence.
5 Deliver on high leverage areas Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges.	• Identifies and prioritises the most critical activities and assignments and continuously adjusts priorities. • Is open minded, explores innovative approaches and develops a culture of continuous improvement. • Anticipates needs and makes necessary and timely adjustments so the overarching outcome is achieved.
6 Build capability Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.	• Sets stretch learning opportunities. • Models coaching practices to influence their leaders to focus on people development. • Engages in ongoing performance and feedback conversations. • Identifies capability gaps and actively works to resolve them. • Identifies talent and enables development opportunities.
7 Embody the spirit of public service Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.	• Demonstrates empathy, compassion, integrity and humility. • Displays insight into how their decisions impact others. • Understands the principles of good corporate governance. • Acts authentically as a leader with personal integrity and promotes respect and operates ethically.
8 Lead adaptively Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.	• Seeks feedback from multiple sources and adapts behaviour and approach based on feedback. • Removes obstacles to change and works to achieve buy in. • Develops personal and professional goals. • Seek counsel from internal and external expert sources to fast track own learning.

Desirable selection criteria *Not considered essential to perform the role but may contribute to the ability to undertake the role.*	
9 Qualifications, knowledge and/or experience	• N/A

Special requirements, licenses, accreditations, and conditions

- Pursuant to section 6(1)(d) of the *Salaries and Allowances Act 1975*, this position is determined by the Salaries and Allowances Tribunal to be classified under the Special Division and Prescribed Office Holders as a Senior Legal Officer.

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, for a period or periods equivalent to 5 years, in 1 or more government legislative drafting offices in any of those jurisdictions.
- The position holder may be required to travel interstate for operational purposes.

HR Certification

Upload date: 16 October 2026