



# Job Description Form

## 008668 **Senior Parliamentary Counsel**

### Parliamentary Counsel's Office

#### **Position details**

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Classification Level: SLBD3

Award/Agreement: Salaries and Allowances Tribunal (SALA) (Salaries and Allowances Act 1975)

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: 008668 - Senior Parliamentary Counsel - Level - SLBD3**

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 Parliamentary Counsel is responsible for drafting highly complex or sensitive legislative instruments with full professional autonomy and performs an active leadership and management role in the Division.

#### **Job description**

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As part of the leadership team, 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
- Facilitate cultural and management reforms within the Department through leadership and engagement
- Represent the Department's interests on committees and working groups as required.

### **Role specific responsibilities**

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- Draft highly 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**

- 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.

### **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*.
- Accountable for the safety and welfare of employees within the Division consistent with statutory obligations and departmental policies.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### **Role Specific Criteria**

- Ability to draft highly complex or sensitive legislative instruments with full professional autonomy.
- Clear written and oral communication skills in relation to highly complex or sensitive matters.

- Ability to develop constructive relationships with clients and work appropriately with co-workers.
- Ability to represent the office including at interstate meetings (as required).
- Ability to analyse and interpret legal and policy issues and develop solutions for the most complex or sensitive legal problems.
- High level of care and accuracy in preparing highly complex or sensitive legislative instruments in conformity with relevant procedures and precedents.
- Ability to manage workload and to provide high level drafting services in pressured situations.
- Demonstrated leadership skills including as a leader of a small 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.
- Ability to constructively participate in management decisions.
- Ability to supervise and manage other drafters.

#### **Previous professional experience**

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

#### **Relevant knowledge**

- Extensive knowledge of legislation and statutory interpretation.
- Extensive knowledge of the machinery of government and the legislative process.
- Extensive knowledge of constitutional law.
- Extensive 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: 29 June 2022

HR certification date: June 2022