**PCO Job description matrix**

| **Position** | **L5LG** | **L6LG** | **L7LG** |
| --- | --- | --- | --- |
| **Description of position** | 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:* 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.
 |
| **Overall drafting ability** | 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 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 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 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 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. | 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** | 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** | 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** | 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. |
| **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. |
|  |
| **Corporate citizenship** |