

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	<p>Drafting:</p> <ul style="list-style-type: none"> • 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. <p>Management:</p> <ul style="list-style-type: none"> • contribute to the development of office practice and procedures. 	<p>Drafting:</p> <ul style="list-style-type: none"> • 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. <p>Management:</p> <ul style="list-style-type: none"> • contribute to the development of office practice and procedures. 	<p>Drafting:</p> <ul style="list-style-type: none"> • 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. <p>Management:</p> <ul style="list-style-type: none"> • 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	<p>Clear written and oral communication skills in relation to matters of some complexity or sensitivity.</p> <p>Ability to develop constructive relationships with clients and work appropriately with co-workers.</p>	<p>Clear written and oral communication skills in relation to complex or sensitive matters.</p> <p>Ability to develop constructive relationships with clients and work appropriately with co-workers.</p>	<p>Clear written and oral communication skills in relation to complex or sensitive matters.</p> <p>Ability to develop constructive relationships with clients and work appropriately with co-workers.</p>
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.	<p>Demonstrated leadership skills including as a leader of a small drafting team on larger or more complex projects.</p> <p>Ability to operate effectively as a senior drafter within a drafting office.</p> <p>Ability to provide structured appraisal and feedback to other drafters.</p>
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	<p>Sound knowledge of legislation and statutory interpretation.</p> <p>Sound knowledge of the machinery of government and the legislative process.</p> <p>Sound knowledge of constitutional law.</p> <p>Sound knowledge of current drafting theory and practice.</p>	<p>Sound knowledge of legislation and statutory interpretation.</p> <p>Sound knowledge of the machinery of government and the legislative process.</p> <p>Sound knowledge of constitutional law.</p> <p>Sound knowledge of current drafting theory and practice.</p>	<p>Thorough knowledge of legislation and statutory interpretation.</p> <p>Thorough knowledge of the machinery of government and the legislative process.</p> <p>Thorough knowledge of constitutional law.</p> <p>Thorough knowledge of current drafting theory and practice.</p>
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			