

## 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	<p><b>Drafting:</b></p> <ul style="list-style-type: none"> <li>• develop basic drafting skills and draft routine legislative instruments under close supervision;</li> <li>• provide advice on legal issues that arise in the drafting of legislation;</li> <li>• read the work of other drafters;</li> <li>• perform research work for more senior drafters.</li> </ul>	<p><b>Drafting:</b></p> <ul style="list-style-type: none"> <li>• draft routine legislative instruments under limited supervision and legislative instruments of some complexity or sensitivity under close supervision;</li> <li>• provide advice on legal issues that arise in the drafting of legislation;</li> <li>• provide on-the-spot drafting services and advice to Ministers and other members of Parliament during the passage of legislation as required;</li> <li>• read the work of other drafters;</li> <li>• perform research work for more senior drafters.</li> </ul>	<p><b>Drafting:</b></p> <ul style="list-style-type: none"> <li>• draft routine legislative instruments without supervision and legislative instruments of some complexity or sensitivity under limited supervision;</li> <li>• provide advice on legal issues that arise in the drafting of legislation;</li> <li>• provide on-the-spot drafting services and advice to Ministers and other members of Parliament during the passage of legislation as required;</li> <li>• read the work of other drafters.</li> </ul>	<p><b>Drafting:</b></p> <ul style="list-style-type: none"> <li>• draft legislative instruments of some complexity or sensitivity without supervision but with guidance as necessary;</li> <li>• provide advice on legal issues that arise in the drafting of legislation;</li> <li>• provide on-the-spot drafting services and advice to Ministers and other members of Parliament during the passage of legislation as required;</li> <li>• read and settle the work of other drafters.</li> </ul> <p><b>Management:</b></p> <ul style="list-style-type: none"> <li>• contribute to the development of office practice and procedures.</li> </ul>	<p><b>Drafting:</b></p> <ul style="list-style-type: none"> <li>• draft complex or sensitive legislative instruments without supervision but with guidance as necessary;</li> <li>• provide advice on legal issues that arise in the drafting of legislation;</li> <li>• provide on-the-spot drafting services and advice to Ministers and other members of Parliament during the passage of legislation as required;</li> <li>• read and settle the work of other drafters.</li> </ul> <p><b>Management:</b></p> <ul style="list-style-type: none"> <li>• contribute to the development of office practice and procedures.</li> </ul>	<p><b>Drafting:</b></p> <ul style="list-style-type: none"> <li>• draft complex or sensitive legislative instruments with full professional autonomy;</li> <li>• provide advice on legal issues that arise in the drafting of legislation;</li> <li>• provide on-the-spot drafting services and advice to Ministers and other members of Parliament during the passage of legislation as required;</li> <li>• read and settle the work of other drafters.</li> </ul> <p><b>Management:</b></p> <ul style="list-style-type: none"> <li>• contribute to the development of office practice and procedures;</li> <li>• mentor, train, and review the performance of, more junior drafters.</li> </ul>
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.
<b>ESSENTIAL WORK RELATED REQUIREMENTS</b>						
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	Clear written and oral communication skills in relation to matters of some complexity or sensitivity.  Ability to develop constructive relationships with clients and work	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.

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			appropriately with co-workers.	appropriately with co-workers.		
<b>Analytical</b>	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.
<b>Care and accuracy</b>	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.
<b>Managing workload</b>	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.
<b>Team work</b>	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.
<b>Supervision</b>	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.
<b>Previous professional experience</b>	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.
<b>Relevant knowledge</b>	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.