

# Job description

Agency	Department of the Chief Minister and Cabinet	Work unit	Office of the Parliamentary Counsel
Job title	Deputy Chief Parliamentary Counsel	Designation	Executive Contract Officer 3
Job type	Full time	Duration	Fixed from 18/05/2023 for up to 4 years
Remuneration	\$259,018	Location	Darwin
Position number	5125	RTF	256349
		Closing	15/01/2023
Contact officer	Andrew Jones, Chief Parliamentary Counsel on 08 8999 7944 or <a href="mailto:Andrew.Jones@nt.gov.au">Andrew.Jones@nt.gov.au</a>		
About the agency	<a href="https://cmc.nt.gov.au/">https://cmc.nt.gov.au/</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=256349">https://jobs.nt.gov.au/Home/JobDetails?rtfId=256349</a>		

**Applications must be limited to a one-page summary sheet and detailed resume**

## Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Under the agency's Special Measures recruitment plan eligible Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

## Primary objective

The Deputy Chief Parliamentary Counsel provides high level legislative drafting services and assists the Chief Parliamentary Counsel in managing the Office of the Parliamentary Counsel.

## Context statement

The drafters in the Office of the Parliamentary Counsel draft legislation, and provide advice on legislative proposals, to the Government and Members of the Legislative Assembly in relation to matters within the competence of the Northern Territory.

## Key duties and responsibilities

1. Draft independently legislation with a high degree of complexity, urgency or sensitivity.
2. Assist the Chief Parliamentary Counsel in the management of the legislation program and providing public access to legislation.
3. Perform the duties of the Chief Parliamentary Counsel in the absence of the Chief Parliamentary Counsel.
4. Supervise, train and mentor junior drafters and other OPC team members.
5. Advise the Chief Parliamentary Counsel on legal, management and corporate issues as required.

## Selection criteria

### Essential

1. Admission or qualification for admission as a legal practitioner of the High Court of Australia or the Supreme Court of a State or Territory of the Commonwealth.
2. Extensive experience in legislative drafting, including complex, urgent and sensitive legislation.
3. Proven record of high level motivation, people management and leadership skills.
4. Experience in assisting in the management of a legislative drafting office or proven ability to do so.
5. Excellent knowledge and understanding of, and insight into, the role of parliamentary counsel.
6. Outstanding legal knowledge.
7. Outstanding oral and written communication and engagement skills.
8. Highly developed interpersonal skills with the ability to build and foster relationships at various levels of the NT Government.
9. Demonstrated commitment to client service and high professional standards.

### Desirable

1. Knowledge and understanding of the constitutional arrangements in the Northern Territory.

Approved: November 2022

Andrew Jones, Chief Parliamentary Counsel