

# Senior Legislation Officer (ASO6)



Government  
of South Australia

Department for Infrastructure  
and Transport

## Role statement

### Organisational alignment

Division: People and Corporate Services  
Directorate: Legal, Commercial and Assurance Services  
Section: Legislative Services

### Reporting relationships

Reports to: Unit Manager Legislation/Unit Manager Law Reform  
Direct reports: 0 FTEs

## Role overview

The Senior Legislation Officer is accountable to the Unit Manager, Legislation/Unit Manager, Law Reform for the provision of legislative and associated policy advice at both state and national levels. This includes the development of new legislation, review of existing legislation, and development of implementation and post implementation strategies, which results in the achievement of government and departmental objectives.

A key focus of the role is drafting complex and sensitive Cabinet submissions and associated briefing papers, conducting collaborative consultation with key stakeholders, including the Commonwealth, interstate, state and non-government organisations and agencies, and preparing high level responses to complex, sensitive or contentious correspondence and enquiries which impact on policy or legislative issues.

The Senior Legislation Officer responsible for day-to-day tasks include providing advice and services relating to each function, undertaking special projects to improve business processes within some functions, consulting and liaising with a range of stakeholders cross the organisation to achieve positive outcomes for the Department.

Further information about the Department can be found at: <https://www.dit.sa.gov.au/about-us>

### Our values

We pride ourselves on applying these values to our day-to-day interactions and individual performance. They shape our approach to achieving our strategic agenda.



**Collaboration**

We work together as one team to serve our customers.



**Honesty**

We are honest, open and act with integrity.



**Excellence**

We commit to excellence in everything we do.



**Enjoyment**

We enjoy our work and recognise our success.



**Respect**

We respect, understand and value the people we serve.

## Key outcomes required of the role

- Planning, developing, managing, and evaluating legislative reform programs, projects, policy development processes and/or services that deliver the Department's strategic objectives including collaborating with the Department's operational units regarding the implementation of change initiatives.
- Motivating and/or mentoring staff, and collaborating with stakeholders to deliver legislative reform programs, projects, policy development processes and/or services.
- Resolving complex issues with innovative solutions that are consistent with Department's strategic objectives and taking a significant level of responsibility for aspects of state, regional and/or local reforms.
- Undertaking critical, sensitive and/or complex research, analysis and reporting relating to key emerging trends and policies that impact on successful completion and implementation of legislative reform programs, projects and/or services.
- Providing expert policy input and advice to management and stakeholders regarding current developments and issues related to transport, road safety and planning programs, projects and/or services.
- Managing critical, sensitive and/or complex information and consultation processes with stakeholders and across government agencies.
- Contribute to a safe, diverse, and healthy work environment free from discrimination and harassment by working in accordance with our values, legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.

## Special conditions attached to the role

- Attendance may be required on Public Holidays and over the Christmas New Year period.
- Attendance at Parliament to assist the passage of legislation may be required.
- A National Police Check (NPC) is required prior to employment in the Department for Infrastructure and Transport which must be renewed every three years.
- Some out of hours and weekend work may be required.
- Some intra / interstate travel may be required.

## Educational qualifications / licenses

- A tertiary qualification in law or other relevant discipline is desirable.
- Previous experience in similar role.

## Technical capabilities

The following are the technical capabilities required for the role:

- General knowledge of government policy and agency procedures.
- Administrative and legal related knowledge and expertise.

## Person capabilities

[Our Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; personal attributes; building relationships; achieving results; leadership and growth; and performance enablers.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

### Stream 2: Leader

Stream 2 roles would typically consist of supervisors and senior team members, including those with technical knowledge (indicative classifications include ASO4-6, PO2-3, OPS4-7, TGO2-5, M3-7, WPA2, WBT7-10).

## Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- Delivers customer focused and strategically aligned services and practices using effective verbal and written communication to successfully engage stakeholders and negotiate complex matters.
- Works under broad direction, independently or as part of a team, and applies well-developed legal knowledge, priorities, plans and coordinates activities, implements change and mitigates risk.
- Significant experience in successfully developing, implementing, evaluating, and improving programs, projects, systems, policies and/or services requiring the efficient utilisation of resources and the performance management and development of staff.
- Proven high level analytical and research skills to evaluate and analyse complex information, provide expert advice and communications, and develop clear briefings, including for Ministerial, Cabinet and Parliamentary consideration, with recommendations for time critical deadlines in an environment of competing priorities.
- Well-developed knowledge of the discipline and the issues, risks, trends, and directions associated with the span of assigned functions including an understanding of social, economic, and commercial considerations.
- Demonstrated ability to communicate effectively, succinctly, and accurately, in writing and verbally, to people at all levels in a professional and tactful manner including successfully negotiate and resolve conflict with staff and stakeholders.
- Shows respect for diverse backgrounds, experiences and perspectives including that of Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

### Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Olivia Hubbard, Director, Legal, Commercial & Assurance Services

<b>People, Culture and Capability Use Only</b>	KNet ID: #21704197	ANZSCO code: <Insert #>	Position number: #P03095
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