

Principal Legislation Officer (ASO7)



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 or Unit Manager, Law Reform
	Direct reports:	Nil

Role overview

The Principal Legislation Officer is accountable to Unit Manager, Legislation or Unit Manager, Law Reform, and plays a key role in the operation of the section. The Principal Legislation Officer will be responsible for the delivery of the section's diverse functions, including legislative governance and delivering modern regulatory reform.

A key focus of the role is to assist in delivering programs of complex legislative reform through the Parliamentary process.

The Legislative Services Section manages a range of strategic legal and legislation projects including legislation projects associated with the various Acts and Regulations administered by the Department.

As part of the Legal, Commercial and Assurances Services Directorate, the Principal Legislation Officer will contribute to the objective of providing advice and supporting the Department's legal and legislative obligations, improve the commercial capability of the Department and contribute to designing legislative measures that account for the safe electrification and automation of the transport system.

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

- Ensuring legislative reform is considered, developed, and implemented in a timely manner.
- Engaging and liaising with external stakeholders including the Office of Parliamentary Counsel, Cabinet Office, and other key stakeholders in respect of key legislative matters across the Department.
- Providing analysis, research, information, and expert advice that will assist in the development of assigned agency programs, projects, systems, policies and/or services.
- Resolving complex issues with innovative solutions that are consistent with the government's strategic objectives.
- Formulation of policies and practices that influence the direction on key corporate issues, positions the organisation to meet future challenges and enable the achievement of the section's goals and objectives.
- Negotiating ideas and concepts with senior staff across the Department to achieve focused outcomes.
- Contributing to a high standard of customer service for internal and external clients.
- Managing and motivating staff, clients, and others in the achievement of difficult and sometimes conflicting objectives.
- Contributing 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 may be required at Parliament to assist the passage of legislation.
- 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 a similar role is desirable.

Technical capabilities

The following are the technical capabilities required for the role:

- Detailed knowledge of government policy, agency procedures and practices.
- Extensive 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 3: Senior leader

Stream 3 roles would typically consist of team and senior leaders, senior team members and those with technical specialty (indicative classifications include ASO7-8, LE5, PO4-6, MAS3).

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, articulating complex concepts through timely and concise verbal and written communications, and engaging with stakeholders to successfully negotiate sensitive matters.
- Demonstrates ability to act with urgency, apply and advise on broad discipline knowledge, formulate, and suggest practical and innovative solutions, implement change, and mitigate risk.
- Proven ability to work under broad directions in initiating, planning, and delivering significant programs of work and providing timely, concise written and verbal communications to people at all levels.
- 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.
- Extensive experience in motivating and managing the performance and development of administrative staff in the delivery of complex programs, projects, systems and/or services that efficiently utilise allocated resources.
- Broad knowledge of the discipline and the issues, risks, trends, and directions associated with the assigned services, systems and/or programs including an understanding of social, economic, and commercial considerations.
- 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

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