

Statement of Duties

Strategic Legislation and Policy Legislative and Policy Officer

Objective

As a member of the Strategic Legislation and Policy team, the position works on policy and legislative development, assisting with complex projects in relation to the Department's legislative program.

Duties

- Support and assist with developing and implementing legislative and policy proposals including the preparation of Cabinet Minutes, Briefing Papers and instructions to Parliamentary Counsel.
- Work on legislative and policy projects.
- Liaise and consult as approved within the agency and with other agencies (State and Commonwealth), private enterprise and industry stakeholders, including the Law Society, Bar Association and Law Reform Institute of Tasmania to ensure their input into legislative and policy development.
- Conduct research into emerging legal and policy issues and provide strategic advice to the SLP officers, Director and Secretary.
- Prepare and contribute to high level documents for the Attorney-General including replies to correspondence, Minutes, Cabinet Minutes, Issues Briefings, Executive Council papers and Second Reading Speech packages.

Level of responsibility

- Subject to approval, expected to respond directly to any request for advice from other senior managers in relation to projects under management.
- Subject to approval, required to liaise with senior officers in this and other Agencies.
- Upholding and championing the Department's commitment to the safety and wellbeing of children and young people; actively participating in and contributing to our rights-based approach to care; meeting all obligations under the Child Safety and Wellbeing Policy, Professional Conduct Policy, and other Departmental child safety policies and complying with mandatory reporting obligations.
- Conducting work in a safe manner that does not put yourself or others at risk, including to comply with reasonable instructions contained in WHS policies and procedures; reporting hazards, near misses and incidents.
- Participating in the development and improvement of safety initiatives and safeguarding practices for children and vulnerable people (including to attend relevant child safety and wellbeing training provided by the Department).
- Upholding and championing the values of Integrity, Respect and Accountability, and actively contributing to making our workplaces Inclusive and Collaborative.

Direction and supervision received

- The Director and other senior managers will give guidance and direction on more complex matters.
- The occupant is expected to exercise initiative and judgement to resolve issues and is required to operate with a degree of independence and autonomy on day-to-day activities.

Selection criteria

1. An understanding of the processes involved in the development and review of legislation and an appreciation of the political and social context in which those processes operate.
2. Demonstrated experience in the coordination of projects, particularly in a legal context.
3. Demonstrated ability to develop and formulate legislative proposals and policies and market options to stakeholders.
4. Well-developed, research, analytical and creative skills, and the ability to develop and make sound judgments.
5. High level interpersonal skills, including communication, consultation, negotiation, and conflict resolution skills, and the ability to represent the Agency in a variety of forums when required.
6. Proven self-management skills and the ability to plan, organise and prioritise concurrent tasks to meet deadlines.

Essential requirements

- Nil.

Desirable requirements

- Tertiary qualification in law.

Position summary

Title	Legislative and Policy Officer
Number	358030
Award	Tasmanian State Service Award
Classification	General Stream Band 5
Division	Justice and Reform
Full-time equivalent	1.0
Output Group	Strategic Legislation and Policy
Branch	Strategic Legislation and Policy
Supervisor	Senior Project Manager

Direct reports	Nil
Location	Hobart
Position category and funding	A032-0137

Human Resources, Department of Justice

L1, 85 Collins Street, Hobart, TAS 7000

Email: hr.recruitment@justice.tas.gov.au

Last reviewed: January 2025.