



About you

To be a good drafter, you need an orientation towards intellectual inquiry, innovation and problem-solving, combined with a commitment to precision and thoroughness.

You also need to be able to communicate effectively, as drafting legislation involves an understanding of the client's policy goals and an ability to translate them into a legislative structure that the client understands and can explain to others. Drafting tends to suit people who have these attributes and enjoy working on discrete projects that result in a definite and identifiable product.

You will also need to have:

- good academic results in law;
- an interest in the processes of government and constitutional law;
- an interest in problem-solving;
- an ability to communicate complex concepts orally and in writing; and
- a degree in law from an Australian tertiary institution or a recognised overseas qualification.

You must be admitted as a practitioner (however described) of the High Court or the Supreme Court of an Australian State or Territory.

How to apply for a job at OPC

If you would like further information about a career in legislative drafting at OPC, our website www.opc.gov.au contains detailed information. Alternatively, you can email us at opc@opc.gov.au.



Australian Government Office of Parliamentary Counsel

PWC Building
28 Sydney Avenue
Forrest ACT 2603
www.opc.gov.au

put your
finger on the
PULSE
of the Nation



... a career at the Centre of Government

- Are you a talented lawyer with an interest in government policy, constitutional law, problem-solving and writing?
- Do you want a challenging and interesting job with an excellent career structure?
- If so, you should consider working as a legislative drafter with the Australian Government Office of Parliamentary Counsel (OPC).

About OPC

OPC offers you a chance to work in a vital role at the centre of government, drafting Bills for introduction into Parliament and subordinate legislation.

Legislative drafting requires a high degree of legal and technical skill and an appreciation of constitutional law. Our drafters work on diverse subjects and much of the drafting work is high profile. In recent years, for example, OPC has drafted Bills about cyber-bullying, counter-terrorism, Senate voting reforms, the governance arrangements for Norfolk Island, and the implementation of free trade agreements. However, OPC's lower profile work is often just as technically and intellectually challenging, because it involves constructing legislative schemes and systems of rules.

What OPC offers you

Training

- New recruits in OPC are trained through a formal induction program and on-the-job training. Each new drafter works with an experienced drafter who trains the new drafter and ensures that he or she is given substantial work that will contribute to rapid development.
- New drafters work on challenging projects immediately. They are encouraged to undertake further professional development and there is scope for post-graduate study.

Lifestyle benefits

- OPC offers a working environment that recognises the need to balance work and personal life. Drafters can access flexible working hours, personal/carer's leave, parental leave and part-time work.

Pleasant working environment

- Each drafter has his or her own office and has access to the latest IT equipment, research materials and comprehensive IT training.
- OPC has a staff base of approximately 100 people, around 50 of whom are lawyers.

Working in Canberra

- Canberra is a garden city that offers excellent cultural, sporting and recreational facilities. It is within easy driving distance of Sydney, the coast and the snowfields.

Salary, training and promotion

- OPC offers an attractive commencing remuneration package.
- A person who demonstrates an aptitude for drafting would normally be promoted fairly quickly.
- Drafter training is based on the assumption that people who develop independent drafting skills will be promoted to a Senior Executive position. Around half of the drafters in OPC occupy Senior Executive positions.



Paul Millington

"I enjoy the variety of legislative subjects we cover and OPC's flexible supportive environment."



Marice Kraal

"Working in a drafting team develops analytical and interpersonal skills and creativity. OPC's environment and resources are excellent."

