



**Australian Government**  
**Office of Parliamentary Counsel**

## **Assistant Parliamentary Counsel—Grade 3**

### **Candidate information pack**

Title:	Assistant Parliamentary Counsel
Classification:	Grade 3
Employment Status:	Ongoing, full time
Position No:	Several
Office:	Drafting
Reporting to:	SES Band 1, SES Band 2 or Second Parliamentary Counsel
Salary:	\$119,971 - \$144,434
Security Clearance:	Negative Vetting 1
Probation Period:	6 months (if new engagement to APS)
Contact Officer:	Rebecca Considine ph: 6120 1428 rebecca.considine@opc.gov.au
Closing date	5:00pm Tuesday, 14 April 2020

## **How to apply**

### ***Content of applications***

Your application should consist of the following:

- (a) job application coversheet located at the end of this information pack;
- (b) employment history/cv;
- (c) details of your academic qualifications (tertiary);
- (d) names and contact details of two referees who are prepared to provide a reference for you;
- (e) claims against the selection criteria that include examples of relevant experience; and
- (f) documents evidencing your qualifications including admission to practice, and if you were not an Australian Citizen at birth, evidence of your Australian Citizenship. If you are selected for interview, you should bring the originals of those documents to interview. The requirement to provide documents does not affect you if you already hold a position in OPC.

### ***Where to send applications***

You may send your application to the Recruitment Officer at OPC by email, post or fax. Please ensure that you have attached the Job Application Coversheet which is available at the back of this information pack and is also located on OPC's website.

Email	<b>jobs@opc.gov.au</b> (Your application, including any supporting documents, must be an attachment in Microsoft Word, RTF or PDF format.)
Postal address	Office of Parliamentary Counsel Locked Bag 30 Kingston, ACT 2604
Fax no.	(02) 6120 1403

### ***Closing date for applications***

The closing date for applications is: 5pm Tuesday, 14 April 2020.

### ***Extension of closing date for applications***

The selection committee has a discretion to accept late applications. If you cannot forward your application by the closing date, you should ask the contact officer, preferably in writing, before the closing date, whether a late application would be accepted by the selection committee.

### ***Accessing information***

Information about OPC and advertised positions is available on OPC's website at **www.opc.gov.au**. If you require further information after obtaining the selection documentation, you can contact Rebecca Considine on (02) 6120 1428, or send in a request to **jobs@opc.gov.au**.

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# 1. Duty Statement

## Summary

Participate in the work of a team providing legislative drafting services, in part to contribute to project outputs but primarily to acquire the skills required to provide legislative drafting services and for team leadership.

## Specific duties

Duties	Indicative weighting %
<p>1. Assist the Senior Executive Service team leader and, under his or her general oversight, assume progressively higher levels of independent responsibility for carrying out the following tasks:</p> <ul style="list-style-type: none"><li>(a) providing legislative drafting services;</li><li>(b) organising planning and logistics of legislative projects;</li><li>(c) maintaining effective working relations with members of the drafting team, instructors, other OPC staff and other relevant parts of the government, parliament and public service.</li></ul>	55-75
<p>2. Develop legislative problem solving, drafting, interpersonal, supervisory and project leadership skills, and judgment, through on-the-job training and also via participation in formal training (courses, seminars etc.).</p>	20-40
<p>3. Carry out or participate in such product development (e.g. plain English) or operations support (e.g. IT development, participation in office committees and reviews, Legislation Process Course presentations) as may be assigned, or such other duties relevant to the service provided by the OPC as may be assigned.</p>	5

**Immediate supervisor: SES Band 1 or 2 team leader or Second Parliamentary Counsel**

## **2. Selection criteria**

### **1. Analytical skills**

Highly developed analytical skills that would enable a person to provide legislative drafting services.

### **2. Creativity and problem-solving skills**

The ability to provide many practical ideas and approaches as solutions to problems and possible improvements to situations by which a drafter is able to provide legislative drafting services.

### **3. Communication skills**

#### **(d) Written**

- (i)** Highly developed written communication skills that would enable a person to provide legislative drafting services.
- (ii)** Attention to detail that includes a sound knowledge of English grammar, usage, spelling and punctuation, and very few errors in documents.

#### **(e) Other**

Highly developed oral communication skills. A mix of empathy, assertiveness, conflict resolution skills, enthusiasm and interest by which a drafter is able to sustain effective working relations with other people.

### **4. Judgment**

Demonstrated ability to use sound judgment when confronted with difficult or subtle choices and to employ good technique in deciding or acting.

### **5. Team and project skills**

Highly developed organisational skills that include working to agreed deadlines, managing workload, setting priorities and goals, and skills to ensure that work proceeds efficiently. A mix of well directed energy and willingness to work in a participatory role by which a drafter is able to assist the Senior Executive Service (SES) team leader in legislative projects and contribute to team outcomes. Ability to take substantial responsibility for legislative drafting projects.

### **6. Drafting experience and legal knowledge**

Substantial experience in drafting legislation and very good knowledge of constitutional law and other areas of law relevant to the drafting of legislation.

### **7. Development potential**

A combination of learning skills (including willingness to learn), other skills, attributes and knowledge that demonstrates a strong potential to maintain and further develop the person's

abilities to provide high level legislative drafting services and drafting leadership.

**8.     *Legal qualifications***

Admission as a legal practitioner of the High Court or the Supreme Court of an Australian State or Territory.

### **3. Remuneration and other conditions**

#### ***Salary***

Annual Salary: \$119,971 to \$144,434.

#### ***Superannuation***

OPC offers eligible new employees superannuation choice, in line with the requirements of the *Superannuation Guarantee (Administration) Act 1992*.

If you have a preserved benefit in either the Commonwealth Superannuation Scheme or the Public Sector Superannuation defined benefit Scheme, you should declare it to OPC, and seek guidance from Comsuper, before accepting an offer of employment. The telephone number for Comsuper is 13 23 66.

#### ***Terms and conditions of employment***

OPC staff are covered by the Office of Parliamentary Counsel Enterprise Agreement 2016-2019. The agreement is available on OPC's website ([www.opc.gov.au](http://www.opc.gov.au)).

## 4. RecruitAbility Scheme

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job.

**If you would like to opt into the RecruitAbility Scheme, please complete the section below.**

Do you identify yourself as a person with a disability?  Yes  No  Prefer not to specify

Would you like to opt into the RecruitAbility Scheme?  Yes  No

If you declare that you have a disability and opt into the RecruitAbility Scheme, you will be invited to participate in the next stage in the assessment process as long as you meet the eligibility criteria and minimum requirements for this position.

### ***Additional Requirements (optional)***

I require special arrangements to be made for interview / assessment  Yes  No

Please detail any special requirements you may have if you are asked to attend an assessment event or interview:

## **5. About OPC**

The Office of Parliamentary Counsel (OPC) is the legislative drafting and publishing agency for the Commonwealth of Australia. We deliver high quality services for the drafting of Bills and subordinate legislation. We publish Commonwealth laws and instruments through the Federal Register of Legislation website. We also offer a range of training courses on the legislative and drafting processes.

OPC is a capable and well respected agency, offering staff a range of interesting and challenging work experiences. Whether it be in the preparation of legislation, editorial, publishing, training or corporate administration tasks in IT, Finance and Human Resources, OPC staff are valued and empowered to fulfil their potential. We encourage a culture that supports diversity, inclusion and respect, and welcome people from a range of backgrounds, skills, experiences, and perspectives.

OPC is an Australian Commonwealth government agency established under the *Parliamentary Counsel Act 1970*. OPC is structured around 3 statutory appointments, headed by the First Parliamentary Counsel (FPC), with support from 2 Second Parliamentary Counsel. OPC has around 100 staff employed under the *Public Service Act 1999*.

### ***Location***

OPC is located at Level 4, PWC Building, 28 Sydney Avenue, Forrest, Canberra ACT.

### ***A participative work environment***

OPC has a number of committees providing for communication between management and staff representatives, and for staff to be involved, in relation to operational and other matters.

### ***About the role***

Principal duties include assisting a Senior Executive Service team leader in providing legislative drafting services. You will contribute to the drafting of Bills and instruments, and be expected to develop skills in legislative problem-solving, legislative drafting services, dealing with people and project management.

You will need to have substantial experience in drafting legislation and very good knowledge of constitutional law and other areas of law relevant to the drafting of legislation. You must be admitted as a practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.

## **6. Some general Australian Public Service (APS) matters**

### ***Eligibility for employment in the APS***

#### **General**

Your employment is subject to you meeting the required standards relating to character and background checking. The relevant checks will be done within the first three months of employment.

#### **Australian citizenship**

An Agency Head may only engage a person who is not an Australian citizen as an APS employee if the Agency Head considers it appropriate to do so. If you are selected for interview and you are not an Australian citizen, you must let the selection committee know.

OPC's policy is that jobs in OPC will be filled by people who are Australian citizens, or certain non-citizens who intend to become Australian citizens.

FPC may consider it appropriate to employ a non-citizen, as an ongoing or non-ongoing employee, if the non-citizen is a permanent resident and the non-citizen:

- (a) is an outstanding applicant for the position; or
- (b) is the only person found suitable for the position; or
- (c) if several positions are being filled—is suitable for one of the positions and the number of positions exceeds the number of citizens who have been found suitable.

If OPC engages a non-citizen who is a permanent resident, the person's engagement is conditional upon becoming an Australian citizen within a specified time after commencing employment in OPC. Normally the specified time is 6 months, however, FPC will consider the circumstances of the non-citizen, and the person's eligibility for Australian citizenship, when determining the specified time in which the person is to become an Australian citizen.

A person who, while not a permanent resident, has a right to live and work indefinitely in Australia, may also be engaged in the circumstances set out above. If OPC engages such a person, the person's engagement is conditional upon becoming a permanent resident within a specified time after commencing employment in OPC and becoming an Australian citizen within a specified time after becoming a permanent resident. FPC will consider the circumstances of the non-citizen, and the person's eligibility for permanent residency and Australian citizenship, when determining the specified time in which the person is to become a permanent resident and an Australian citizen.

#### **If you have recently received a redundancy payment**

There is a prohibition (exceptional circumstances can apply) on the engagement as an ongoing APS employee of a person who has received a redundancy benefit from the APS or the Parliamentary Service Department and whose redundancy benefit period has not elapsed.

If you have received a redundancy benefit that may fit the criteria above, include the information in your application.

### **Security clearances**

OPC staff have access to material that is classified in the interests of national security or is otherwise sensitive. Your employment is subject to you obtaining a security clearance to the Negative Vetting Level 1 within the first 6 months of employment. The contact officer can give you information about how this is done.

### **Probation**

Engagement of an APS employee is usually made on probation. Employment on probation enables your conduct and work to be assessed to determine your suitability for continued employment.

### **APS Values, Employment Principles and Code of Conduct**

The APS Values and APS Employment Principles, contained in sections 10 and 10A of the *Public Service Act 1999*, are important to the way in which all staff perform their work in OPC. The APS Values, APS Employment Principles and the Code of Conduct (contained in section 13 of the *Public Service Act 1999*) are not simply aspirational statements of intent. All APS employees are required to uphold the APS Values and APS Employment Principles and comply with the Code of Conduct. A copy of the APS Values, APS Employment Principles and the Code of Conduct is attached to this document.

The APS Values are designed to:

- (a) provide the philosophical underpinning for the APS; and
- (b) reflect public expectations of the relationship between public servants and the Government, the Parliament and the Australian community; and
- (c) articulate the culture and operating ethos of the APS.

### **An equal opportunity employer**

The Australian Public Service values and promotes equal employment opportunity, and the filling of a vacant position within OPC will be determined solely on the basis of merit.

### **Diversity in the workplace**

The Australian Public Service values and promotes Workplace Diversity.

Workplace Diversity requires that people from diverse backgrounds are not disadvantaged in competing for Australian Public Service careers. It also recognises the positive contribution that a diverse workforce can make to organisational effectiveness.

### **Smoke-free workplace**

OPC promotes a smoke-free workplace.

## **7. What happens after you apply**

### ***The selection committee***

The selection process will be conducted by a committee made up of two or three members. The committee is responsible for advertising the position, conducting the selection process and making a report to the First Parliamentary Counsel.

### ***Interviews***

If you are selected for an interview, you will be given a couple of days' notice before you are required to attend the interview. If you are unable to attend the interview at the scheduled time, it may be possible to organise another time.

Before the interview, you should familiarise yourself with OPC's work. You can do this by obtaining a copy of our Annual Report and *OPC's drafting services: A guide for clients*. Both are available on our website and can be sent to you on request.

At the interview, you will be asked questions relating to the functions of the job and your skills, knowledge and experience. You can prepare for the interview by thinking about questions that may be asked by the selection committee and how you could answer them.

It is important that you are able to talk about the skills, knowledge and experience on which you have based your application. The selection committee makes its decision on referee reports and on material presented by you in your written application and at the interview. It is up to you to convince the selection committee that you are the best person for the job.

At the interview, you will be given the chance to ask questions about the job. Questions about general conditions of employment (salary, leave, etc.) can also be asked at the interview. You can find a summary of the conditions of employment on our website, and a copy can be sent to you on request.

The selection committee may contact persons you have named as referees, and other persons whom it thinks are appropriate, to assist it in making a decision, to confirm its impressions of you or to confirm information provided by you.

### ***The committee's recommendation***

After all the applicants who were selected for interview have been interviewed, the selection committee will make a recommendation to First Parliamentary Counsel about the applicant the committee considers is the best person for the job. If First Parliamentary Counsel approves the committee's recommendation, an offer of employment or promotion will be made to the recommended applicant. If the offer is accepted, all other applicants will be advised that they were unsuccessful in applying for the job. If the recommended applicant does not accept the job, other applicants who were ranked as suitable may be offered the job in order of ranking.

## **8. Other information**

### ***Website***

Our website is [www.opc.gov.au](http://www.opc.gov.au).

### ***24-hour answering machine***

You may ring (02) 6120 1470 to leave a message.

### ***Other documents you may want to look at***

Below is a list of other documents that you may wish to have a look at in deciding whether to apply and how to frame your application (especially if you are unfamiliar with legislative drafting work and the nature of the work done by OPC). These documents are available on our website or can be sent to you on request.

1. OPC Annual Report
2. OPC's drafting services: A guide for clients
3. Office of Parliamentary Counsel Enterprise Agreement 2016-2019
4. Performance Management Program for Assistant Drafters
5. The Federal Register of Legislation website ([www.legislation.gov.au](http://www.legislation.gov.au))

## APS Values

The APS Values are as follows:

- (a) ***Committed to service***—The APS is professional, objective, innovative and efficient, and works collaboratively to achieve the best results for the Australian community and the Government.
- (b) ***Ethical***—The APS demonstrates leadership, is trustworthy, and acts with integrity, in all that it does.
- (c) ***Respectful***—The APS respects all people, including their rights and their heritage.
- (d) ***Accountable***—The APS is open and accountable to the Australian community under the law and within the framework of Ministerial responsibility.
- (e) ***Impartial***—The APS is apolitical and provides the Government with advice that is frank, honest, timely and based on the best available evidence.

## APS Employment Principles

The APS is a career-based public service that:

- (a) makes fair employment decisions with a fair system of review; and
- (b) recognises that the usual basis for engagement is as an ongoing APS employee; and
- (c) makes decisions relating to engagement and promotion that are based on merit; and
- (d) requires effective performance from each employee; and
- (e) provides flexible, safe and rewarding workplaces where communication, consultation, cooperation and input from employees on matters that affect their workplaces are valued; and
- (f) provides workplaces that are free from discrimination, patronage and favouritism; and
- (g) recognises the diversity of the Australian community and fosters diversity in the workplace.

## The APS Code of Conduct

The Code of Conduct requires that an APS employee must:

- (1) behave honestly and with integrity in connection with APS employment.
- (2) act with care and diligence in connection with APS employment.

- (3) when acting in connection with APS employment, treat everyone with respect and courtesy, and without harassment.
- (4) when acting in connection with APS employment, comply with all applicable Australian laws.
- (5) comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction.
- (6) maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister's member of staff.
- (7) disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with APS employment.
- (8) use Commonwealth resources in a proper manner.
- (9) not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's APS employment.
- (10) not make improper use of:
  - (a) inside information; or
  - (b) the employee's duties, status, power or authority; in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person.
- (11) at all times behave in a way that upholds the APS Values and Employment Principles, and the integrity and good reputation of the employee's Agency and the APS.
- (12) while on duty overseas, at all times behave in a way that upholds the good reputation of Australia.
- (13) comply with any other conduct requirement that is prescribed by the regulations.

Note: Regulation 2.1 of the Public Service Regulations provides that an APS employee must not, except in the course of his or her duties as an APS employee or with the Agency Head's express authority, give or disclose, directly or indirectly, to any person any information about government business or anything of which the employee has official knowledge.



**Position applied for:**

Job title/classification: \_\_\_\_\_

How did you learn about this position?  PS Gazette / APSjobs website  OPC website  
 seek.com  Other .....

**Personal Details:**

Title:  Mr  Mrs  Ms  Miss  Dr  Other .....

Given name/s: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Mobile: \_\_\_\_\_

Email (optional): \_\_\_\_\_

Postal address: \_\_\_\_\_

**Are you a member of any of the following equity groups—please indicate which ones(s):**

Aboriginal or Torres Strait Islander  Non-English speaking background  Person with a disability

**Nationality:**

Are you an Australian Citizen?  Yes  No

If no: do you have permanent resident status?  Yes  No

have you applied for Australian citizenship?  Yes  No

**Current employment details:**

Employer: \_\_\_\_\_

Job title/position held: \_\_\_\_\_

Employee of the APS?  Yes  No  Ongoing  Non-ongoing

APS Classification: \_\_\_\_\_ AGS No: \_\_\_\_\_

Do you hold a current security clearance?  Yes  No Level: \_\_\_\_\_

Have you received a redundancy benefit from an APS agency, the Parliamentary Service Department or the Murray-Darling Basin Commission and your redundancy benefit period has not yet elapsed?  Yes  No

**Qualifications:**

\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_