

## Senior Legislative Publications Officer, Clerk Grade 5/6

2 ongoing roles will be filled. A Talent Pool will also be created to fill any similar vacancies that might arise in the next 12 months.

<b>Organisation/Entity:</b>	Parliamentary Counsel's Office
<b>Job Category:</b>	Administration and Clerical   General Administration
<b>Job Location:</b>	Sydney Region / Sydney City
<b>Job Reference Number:</b>	00006B6G
<b>Work Type:</b>	Full-Time
<b>Number of Positions:</b>	2
<b>Total Remuneration Package:</b>	Up to a maximum of \$102,125. Package includes salary (\$83,403 - \$92,026), employer's contribution to superannuation and annual leave loading
<b>Contact:</b>	9321 3353 (Tuesday to Friday) - Melissa Low
<b>Closing Date:</b>	19 July 2018 - 11:59 PM

### This job is for you if you:

- have advanced editorial skills and a high level of attention to detail,
- are interested in computer-based publishing and checking work in a legislative publishing environment,
- have the flexibility to work across a range of publishing and editorial activities,
- are able to train and guide staff.

### In order to perform this role you will require:

- advanced editorial skills and attention to detail and have some practical editorial or proofreading experience,
- a working knowledge of the legislative process and the structure of legislation or experience in a related industry,
- time management skills and the flexibility needed to work across a range of publishing and editorial activities.
- After tailored individual training at PCO, Senior Legislative Publications Officers should be able to demonstrate a strong working knowledge of SGML and FrameMaker, an understanding of legislative document styles and a detailed understanding of legislative processes and the structure of legislation.

## Responsibilities

In this role you will:

- Undertake editorial tasks to ensure the quality control of legislation and related publications, and to update and maintain the legislation database and the LEGIS workflow and document management system.
- Assist the relevant managers with day-to-day management and supervision of the operations of various legislative publications services to ensure objectives are met.
- Train and supervise staff in methods of incorporation, checking procedures and production methods and processes to ensure accuracy and timeliness.
- Perform editorial checking and proofreading to ensure draft legislation and related publications conform to PCO standards and deadlines.
- Update the Legislation Database by incorporating and checking amendments to Acts and statutory instruments and ensure quality control and timeliness of new and amended material.
- Compile and quality control legislative publications, including preparing and checking final proofs.
- Contribute to the development of other publications staff including reviewing work and providing feedback, training staff as required and assisting with supervision.
- Provide timely customer support in dealings with clients.
- Provide assistance with monitoring work methods and standards, recommending changes to procedures and processes, and assisting with testing and evaluation of new processes and systems.

For further information see the role description.

## How to apply

Applications should be submitted online at [www.iworkfor.nsw.gov.au](http://www.iworkfor.nsw.gov.au).

Applications must include:

- A current resume/curriculum vitae, including the contact details for two referees.
- A cover letter (no more than 2 pages), which must include responses to the following targeted questions:

1. Outline your experience working with legislative processes or legislative publications.
2. Detail your experience working with SGML, HTML or other mark-up language in preparing lengthy or complex documents.

Applicants should read the role description and consider the key accountabilities, focus capabilities and essential requirements when preparing their resume and cover letter. See also the *Guide for Job Applicants* (available at on the Employment page of this website).

The selection process will include undertaking assessments to assist in determining your suitability for the role. Shortlisted applicants will be required to attend for an interview and undertake two other capability assessment exercises.

### **Our Commitment to Diversity**

PCO is committed to ensuring the sector reflects the NSW community it serves. Diverse workforces are more innovative, productive and increase the delivery of high-quality services. We welcome and encourage applications from diverse community groups including Aboriginal and Torres Strait Islander people, LGBTI, people with disability, women and other diversity groups.