

Role Description

Senior Legislative Publications Officer

Cluster	Premier & Cabinet
Agency	Parliamentary Counsel's Office
Location	Sydney CBD
Classification/Grade/Band	Clerk 5/6
Kind of role	Ongoing
Role Number	23334, 23335, 23336, 23337, 23346, 23351, 23352
ANZSCO Code	212412
PCAT Code	1119192
Date of Approval	26 June 2015
Agency Website	www.pco.nsw.gov.au

Agency overview

The Parliamentary Counsel's Office is headed by the Parliamentary Counsel and is a Public Service executive agency related to the Department of Premier and Cabinet under the Government Sector Employment Act 2013. The Parliamentary Counsel's Office provides a comprehensive and integrated range of high quality services for the drafting, development and publication of legislation and the giving of advice and information about legislation (comprising Bills, amendments in committee, regulations, planning instruments and other statutory instruments).

Primary purpose of the role

There are multiple Senior Legislative Publications Officer roles that perform and support editorial and production work across the full range of legislative publications. This work includes:

- Undertaking 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.
- Assisting the Publications Managers, the Online Publications Manager and other senior staff with day-to-day management and supervision of the operations and resources of various legislative publications services to ensure the Office's objectives are met.
- Training and supervising staff in methods of incorporation, checking procedures and production methods and processes to ensure accuracy and timeliness.

Key accountabilities

- 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 of legislation, weekly notification of statutory instruments, the Government Gazette, annual volumes, and Status of Statutory Rules. One officer may also be responsible for the preparation of Notices of Motion and other legislative support documents (this responsibility is rotated amongst the pool of legislative publications staff).
- Contribute to the development of publications staff including:
 - reviewing the work of other staff and providing feedback,
 - training staff in incorporation, checking and production methods,
 - assisting Publications Managers with the supervision of publications staff,
 - supervising small teams supporting Parliament on sitting nights.
- Provide timely customer support in dealings with clients on production issues, in relation to requests for gazettal or notification and when handling requests through the Legislation Information Service.
- Provide support to the Publications Managers and other senior staff, including monitoring work methods and standards, recommending changes to procedures and processes, assisting with testing and evaluation of new processes and systems and assisting with the maintenance of workflow records and reports.

Key challenges

- Ensuring work is completed within strict deadlines whilst meeting the accuracy and quality required for legislative publications.
- Balancing workloads across all publications areas in the face of conflicting deadlines and changing priorities.
- Developing and maintaining the skills and knowledge needed to work across the full range of legislative publications.

Key relationships

Who	Why
Internal	
Publications Managers	<ul style="list-style-type: none"> • In relation to day-to-day publications activities, problems and priorities and in relation to longer term development of publication procedures and publications staff.
Legislative drafting officers at all levels	<ul style="list-style-type: none"> • To provide editorial and publishing support and advice to drafters and in relation to individual legislative drafting projects.
Legislative Publications staff	<ul style="list-style-type: none"> • To review publications work, train and guide staff, and supervise teams of publications officers on parliamentary sitting nights.
Director, Governance and Operations	<ul style="list-style-type: none"> • In relation to overall publications priorities, staffing and training matters and the resolution of specific publications issues.
Legislative Systems staff	<ul style="list-style-type: none"> • To resolve technical and systems issues that impact on publications activities.
Parliamentary Counsel and Executive Assistant to the PC	<ul style="list-style-type: none"> • In relation to the preparation of Notices of Motion, the maintenance of workflow records and the preparation of reports.
External	
Parliament House staff	<ul style="list-style-type: none"> • In relation to the provision of Bills, Amendments in Committee and Vellums required for the parliamentary process, particularly as the supervisor of the team supporting Parliament on sitting nights.

Who	Why
Departmental and council officers and other Gazette clients	<ul style="list-style-type: none"> In relation to notices submitted for inclusion in the Government Gazette or for notification on the legislation website.
Members of the public	<ul style="list-style-type: none"> To respond directly to phone calls and emails to the Legislation Information Service.

Role dimensions

Decision making

Checking, database and publications work is undertaken according to general priorities determined by the relevant Publications Manager. PCO guidelines and standard procedures are followed to ensure quality and timely results. The holder of the role uses his or her judgment to make decisions about the editorial and publishing issues that arise in individual assignments, when reviewing work of more junior officers and when dealing with general inquiries about legislation. The relevant Publications Manager is consulted in relation to more complex problems or the clarification of priorities. The officer located in the executive area consults the Parliamentary Counsel or the Executive Assistant to the PC in relation to Notices of Motion and other legislative reports and records.

Reporting line

The role reports to one of the Publications Managers.

Direct reports

The role assists the Publications Managers with the supervision and development of the pool of Legislative Publications Officers (Clerk 3/4) and may directly supervise one Legislative Publications Officer.

Essential requirements

Senior Legislative Publications Officers are required to:

- Demonstrate advanced editorial skills and attention to detail and have some practical editorial or proofreading experience.
- Have a working knowledge of the legislative process and the structure of legislation or experience in a related industry.
- Demonstrate 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.



Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Adept
	Procurement and Contract Management	Foundational
	Project Management	Foundational
 People Management	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Foundational

NOTE – Additional Occupation Specific Capabilities relating to the Editorial and Publishing field will be included once an appropriate Capability Framework is identified. In the meantime, please take note of the “Essential Requirements” section of this role description.

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate effectively	Intermediate	<ul style="list-style-type: none"> • Seek feedback from colleagues and stakeholders • Maintain own motivation when tasks become difficult • Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Business Enablers Technology	Adept	<ul style="list-style-type: none"> • Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Identify opportunities to use a broad range of communications technologies to deliver effective messages • Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business • Support compliance with the records, information and knowledge management requirements of the organisation
People Management Manage and Develop People	Foundational	<ul style="list-style-type: none"> • Clarify work required, expected behaviours and outputs • Contribute to developing team capability and recognise potential in people • Give support and regular constructive feedback that is linked to development needs • Identify appropriate learning opportunities for team members • Recognise performance issues that need to be addressed and seek appropriate advice