

## Position Description

# Senior Policy & Legislation Officer



<b>Classification band:</b>	Band 10
<b>Position number:</b>	33667
<b>Business unit:</b>	Legal and Governance
<b>Division:</b>	Dangerous Goods Legislative Reform & Secretariat Group (DGSG)
<b>Employment type:</b>	Full time, fixed term
<b>Position reports to:</b>	Director, DGSG
<b>Direct reports:</b>	Nil
<b>Work location:</b>	567 Collins Street, Melbourne

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At **WorkSafe** we're dedicated to supporting all Victorians to be healthy and safe at work and to recover from any workplace injury or illness as quickly as possible. Our Passion for safety and wellbeing is what unites us.

Our organisation is focussed on the delivery of our **Strategy**, as we build the WorkSafe of the future we're committed to delivering value to our people and to Victorian employers, workers and the wider community through continuing to focus on our **Customers** and putting **Prevention First**.

Agile and curious, our people come from a wide range of professions and with no two days being the same, diverse thinking comes naturally to us. We work closely with employers, workers and the community to prevent workplace injury and illness and to improve outcomes and the client experience. **We make WorkSafe.**

### Our Values



The work we do is important because we impact upon many people's lives, every day. We have responsibility to ensure that our values guide us in everything we do.

## Purpose

The Dangerous Goods Secretariat Group (DGSG) is a newly formed specialist team responsible for supporting the Independent Review of the Dangerous Goods Act and associated regulations.

The dangerous goods sector has experienced major changes since the introduction of legislation, with significant market changes to industrial processes, demand, use and disposal contributing to emerging issues and community concern arising relating to illegal stockpiling and environmental hazards.

The Review is being led by an independent Reviewer (appointed by the Minister for Workplace Safety) who will be supported by the Secretariat Group comprising policy, legislative, legal, stakeholder engagement and technical experts from WorkSafe and external expertise as required.

The Senior Policy & Legislation Officer is responsible for undertaking policy and legislative analysis work, supporting stakeholder consultations, understanding and responding to stakeholder comments and assisting in the preparation of review's consultation paper and final report.

The Senior Policy & Legislation Officer may also be required to prepare legislative amendments and subordinate instruments administered by WorkSafe Victoria and provide legal advice in relation to legislative process and policy and other matters as required.

This position has an important role to play in ensuring that the review of the Dangerous Goods Act and associated regulations will consider contemporary issues and challenges in the management of dangerous goods, including emerging risks and issues and their impact on the safety of persons and properties, as well as having regard to the broader program of work across the Victorian Government that is relevant to the management of dangerous goods.

The Senior Policy & Legislation Officer will work across a broad range of subject matter, including legislation related to dangerous goods, occupational health and safety and workers' compensation.

You may be working in a variety of settings including national, government, stakeholder and corporate.

## Key accountabilities

- ✦ Support the comprehensive review of the Dangerous Goods regulatory framework by providing strategic advice based on a range of research and legislative analysis techniques to enable recommendations that will lead to sustainable outcomes and to possibly include legislative and regulatory reform.
- ✦ Proactive identification and keeping abreast of any relevant trends, issues, risks or other relevant work relating to dangerous goods including the ongoing review of related legislation, academic literature, case law, industry trends, activity in other jurisdictions and overseas.
- ✦ Keeping abreast of government, stakeholder and community views including but not limited to matters from the State Crisis Resilience Council, the Essential Services Commission, the Legislative Council's Environmental Planning Committee, reports from the Victorian Auditor-General, the Inspector-General, Coroner reports and the Model work health and safety laws relating to dangerous goods.
- ✦ Preparing drafting instructions, briefings, Cabinet documents, discussion/consultation papers and reports as part of legislative, parliamentary, stakeholder engagement and other policy development processes.
- ✦ Comprehensively reviewing a range of information products and forms that implement legislation administered by WorkSafe Victoria – these include guidance materials, standard letters, forms and publicity materials.
- ✦ Providing critical legislative and regulatory analysis and advice to the DGSG team, internal and external key stakeholders in relation to significant legal, policy and implementation issues.

- ❖ Develop and maintain effective relationships with internal and external stakeholders and work collaboratively, to identify and understand their views, utilising a variety of negotiation, presentation, communication and education techniques.
- ❖ Ensure policy and legislative compliance and quality of statutory and non-statutory guidance materials.
- ❖ Represent WorkSafe at Victorian and National Dangerous Goods forums.
- ❖ Participate in multi-disciplinary teams composed of legal, economic, technical and operational policy expertise; assisting areas of the business with responsibility for operationalising Victoria's workplace laws.
- ❖ Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email
- ❖ Adhere to all WorkSafe's policies and procedures and any legislative requirements relevant to this position
- ❖ Any other reasonable and related duties as required to meet the ongoing needs of WorkSafe

## **Key relationships**

- ❖ Director, (DGSG)
- ❖ Legislation, Policy and Information Services (LPIS) Management Team
- ❖ Dangerous Goods Response and Reform Division,
- ❖ WorkSafe CE, ELT and Board.
- ❖ The independent Reviewer - Independent Review of the Dangerous Goods Act 1985 and associated regulations
- ❖ General Counsel
- ❖ Parliamentary Counsel
- ❖ Ministerial advisors
- ❖ Department of Justice and Community Safety
- ❖ The Victorian Government Solicitor's Office
- ❖ WorkSafe's other business units, Divisions and staff across the organisation
- ❖ Manager, Corporate Communications and the Corporate Affairs and Government Relations team
- ❖ External Legal providers
- ❖ Other Victorian Government departments including, but not limited to, the Environment Protection Authority (EPA), Emergency Management Victoria (EMV), the Department of Environment, Land, Water and Planning (DEWLP) and the Minister's office.
- ❖ Office of the Commissioner of Better Regulation
- ❖ Safe Work Australia
- ❖ OHS State/Commonwealth counterparts
- ❖ Victorian employers and workers

- ❖ Victorian trade unions
- ❖ Victorian employer associations

## **Requirements of the position**

### **Skills and experience**

- ❖ Demonstrated knowledge of the Dangerous Goods regulatory framework, OHS and/or compensation law or other relevant legislation and understanding of development of legislation and related Parliamentary processes.
- ❖ Demonstrated experience in providing high level authoritative advice on complex legal and policy issues to senior officers, Government departments and Ministers within limited time constraints.
- ❖ Advanced written communication skills including the ability to explain complex or technical issues clearly and in a way that can be easily understood and accepted by a range of audiences.
- ❖ High level analytical, conceptual skills and the ability to provide creative and practical solutions to problems.
- ❖ Knowledge and understanding of quality assurance issues, including performance targets and measurable indicators.
- ❖ Proven ability to consult on complex and sensitive issues within critical timeframes.
- ❖ The incumbent must be able to work as an effective member of a highly motivated team, and will be expected to be able to meet consistent timelines and to effectively manage varying and complex workloads.
- ❖ A high level of knowledge and expertise in the systems and regulations governing the function, and of the industry and discipline.
- ❖ Ability to apply your knowledge of research, analysis and project management techniques, and should undertake continuous professional development to stay up-to-date.
- ❖ Ability to work without direct supervision.

### **Qualifications**

- ❖ Professional qualifications in law, including admission or eligibility to gain admission to practice as a Barrister and Solicitor of the Supreme Court of Victoria.

### **Capability criteria**

Stakeholder Engagement – Communicate and engage effectively with all stakeholders and develop strong relationships

Client Centricity – Hold the client at the core of all activities and decisions to deliver quality services, experiences and outcomes

Emotional Awareness – Demonstrate empathy and integrity towards others and make effective judgements

in complex situations

Adapting to Change – Identify and understand the value of change. Demonstrate resilience and a positive and proactive attitude towards change

Problem Solving - Apply critical thinking to solve problems, explain root causes and evaluate solutions

Regulatory - Understand the regulatory operating environment and align this knowledge to decision making.

Data & Information Analysis - Analyse and interpret information to deliver valuable insights

Policy Development - Establish boundaries, guidelines and best practices for WorkSafe activities by developing policies that align to governmental and organisational objectives.

Preventative Law - Preventing legal risks from becoming legal problems.