

WORK LEVEL ASSESSMENT: FIRST ASSISTANT SECRETARY, GOVERNMENT

KEY RESPONSIBILITIES

The key responsibilities of the role are:

- Lead the work of the Government Division, including management of four direct reports at the SES Band 1 level (two Branch Heads within PM&C and two Parliamentary Liaison Officers) and approximately 42 staff
- s 22(1)(a)(ii)
- Provide advice and support to the Prime Minister and the PMO, including the Chief of Staff, General Counsel, Senior Advisor, Government
- Provide advice and support on more complex and highly sensitive issues to Parliamentary Liaison Officers, including information about political context, risk factors, processes and the broader context of specific matters
- Oversee the internal enabling service activities of the Legal Policy Branch within the Division, including the provision of a legal perspective on matters relating to the work of other areas of PM&C
- Oversee the external facing activities of Legal Policy Branch, including a shadowing function over justice policy across the APS, liaising and collaborating with the Attorney-General's Department, Home Affairs and other Portfolio agencies
- Oversee FOI and Privacy functions for PM&C and support the PMO's caseload in those functions; manage the Privacy Contact Officer for PM&C and NIAA
- Oversee the activities of the Parliamentary and Government Branch including:
 - Processes and procedures in relation to honours and symbols, including Australia Day Honours, flag raising, medals and other honours; liaison with Government House and the Governor-General
 - Processes and procedures in relation to the Commonwealth's legislation program, working with Legislation Liaison Officers within APS Departments and co-ordinating all legislative processes through from Departments to the PLOs in Parliament
 - Production of the Prime Minister's congratulatory letters
 - Processes and procedures of Parliament and Government, including resignations and appointments, opening and closing of Parliaments, swearing in of Ministers and Members, keeping accurate and up-to-date records of Ministerial appointments, care-taker conventions, Ministerial Standards, MOG changes, reviews etc.
- Provide support and advice to the Heads of the Museum of Australian Democracy and the National Australia Day Council
- Provide legal judgement and support and informal legal advice to the Executive, including the Deputy Secretary, Governance and the Secretary
- Participate on a range of committees and working groups as a Member of the Executive of the Governance Group and as a Member of the FAS cohort within the Department.

KEY CLIENTS AND STAKEHOLDERS

The key clients and stakeholders associated with the role are:

- The Prime Minister and the PMO (COS, General Counsel, Senior Advisor Government)
- Secretary PM&C and Deputy Secretary, Governance
- Other Secretaries, particularly the Attorney-General
- All First Assistant Secretaries within the Department
- Assistant Minister to the Prime Minister and Cabinet
- Senior staff in Government House and the Governor-General (mainly through the Official Secretary)
- Senior staff at APSC, particularly the Commissioner and Deputy Commissioner
- Members of the Remuneration Tribunal (in relation to Ministerial salaries etc.).

WORK LEVEL ASSESSMENT: ASSISTANT SECRETARY, LEGAL POLICY

KEY RESPONSIBILITIES

The key responsibilities of the role are:

- Lead the Legal Policy Branch, including management of three EL 2 direct reports and a total of 16 staff

s 22(1)(a)(ii)

- Provide strategic whole of Government advice on all aspects of Commonwealth legal policy including constitutional law, information law, administrative law, human rights law, integrity matters, family law, criminal law, international law and Federal Courts and Tribunals
- Provide support across all matters within the Attorney-General's portfolio (excluding industrial relations) including judicial appointments and coordination of Commonwealth legal services
- Support Cabinet consideration of policy issues that fall under the above responsibilities
- Provide support for the establishment of Royal Commissions and administration of the *Royal Commissions Act 1902*
- Influence the formulation of policy frameworks in relation to cross-Government issues, including through PM&C initiatives
- Provide assistance to PM&C line areas on legal policy issues associated with their policy functions – most notably constitutional risk, administrative law and criminal law, particularly in budget and legislation contexts
- Consult extensively at SES level across the Department and with relevant agencies to identify challenges, overcome obstacles and drive delivery of the Government's agenda and to provide joined up advice
- Support the Department (and Prime Minister/Portfolio Ministers) in relation to Freedom of information requests
- Support the Department's compliance with the *Privacy Act 1988*
- Represent the Department at external meetings and other fora, including, for example, Inter-Departmental Committees.

KEY CLIENTS AND STAKEHOLDERS

The key clients and stakeholders associated with the role are:

- Prime Minister's Office and relevant Ministers' Offices
- Deputy Secretary, Governance
- FAS Government Division
- All PM&C SES and policy divisions
- Senior staff in the Attorney-General's Department – all SES in policy areas
- Senior staff in the Office of the Australian Information Commissioner.

