POLICY OFFICER
LEGISLATION AND NATURAL RESOURCE MANAGEMENT UNIT

The Legislation and Natural Resource Management Unit is within the Policy and Legislation Coordination Branch of the NSW Department of Primary Industries. This Branch plays a lead role in developing policy proposals and NSW DPI positions on strategic and contentious policy issues. The Unit manages the NSW DPI legislation program, which includes a large legislation portfolio of 75 Acts and associated Regulations and also has a role in developing natural resource management and environmental policy in NSW.

Law graduates or potential law graduates with a good academic record, demonstrated involvement in volunteer and other activities, who have a mature outlook and are keen to take on a challenging role are encouraged to apply.

Total remuneration package: up to $84,855 (salary range $65,527 to $76,896)

Location: Sydney CBD

Role: The Policy Officer will assist the Manager to facilitate the development of new legislation, including assessing new policy proposals, briefing the Minister, supporting the Minister in Parliament, and managing consultation processes.

Selection criteria:
► Sound understanding of State Government policies, processes and mechanisms.
► Experience in policy and legislation development.
► Superior analytical, communication, negotiation, conflict resolution and problem solving skills.
► Ability to work independently and as part of a team.
► Capacity to develop effective communication networks across the Department, other government agencies and industry stakeholders.
► Excellent coordination, organisational and project management skills.
► Ability to work in a high pressure, high workflow environment.
► Excellent computer skills.
► Knowledge and understanding of Equal Employment Opportunity (EEO)
► Knowledge and understanding of Ethical Practice
► Knowledge and understanding of Ethnic Affairs Priorities Statement (EAPS)
► Knowledge and understanding of Occupational Health and Safety (OHS)

This is a temporary position for a period up to 1 February 2008, but may lead to permanent appointment. A second temporary position for a period of 12 months will be advertised by the end of August. For more information visit www.jobs.nsw.gov.au or contact Nick Milham on 0412 265 920 or nick.milham@dpi.nsw.gov.au or Rachel Connell on 02 8289 3919 or rachel.connell@dpi.nsw.gov.au.

Applications close on Friday, 17 August 2007.