



BUILDING COMMISSION DIVISION

Role title	Legal Officer	Role number	Generic
Status	Permanent & Temporary	Classification	Specified Calling Level 2 (SCL2)
Directorate	Executive	Conditions	PSGO General Agreement 2014
Branch	Legal Services		Public Service Award 1992
Location	Cannington	Effective date	November 2015

What We Do

The Department of Commerce works with the community to ensure high standards of safety and protection for workers and consumers, and promotes and fosters innovative industries and enterprise. The Department comprises seven divisions: Building Commission; Consumer Protection; Corporate Services; Energy Safety; Labour Relations Industry and Innovation; the Office of the Director General and WorkSafe.

We value our people and their contribution through recognising success. It is our commitment to empower, support and develop our people by respecting individuality and diversity, both inside and outside of the organisation.

Your Role

This position is in the Legal Services Branch, Building Commission Division.

Under the supervision of the Principal Legal Officer and the Senior Legal Officer, Legal Officers (SCL2) have responsibility for advising on the interpretation and application of legislation administered by the Building Commission Division.

Legal Officers (SCL2), with appropriate supervision, conduct routine and straightforward criminal prosecutions and disciplinary proceedings and assist in the conduct of more complex litigation proceedings. Legal Officers (SCL2) are encouraged to act as counsel, including trial counsel, before the Courts and the State Administrative Tribunal.

Your Key Responsibilities

Provide relevant, accurate and timely written legal advice on routine and straightforward matters to the Building Commissioner and staff of the Department of Commerce in relation to the functions performed by, and legislation administered by the Building Commission.

With appropriate supervision, conduct criminal prosecutions and disciplinary proceedings on matters in the Magistrates Court or State Administrative Tribunal, to a high professional standard.

Appear as counsel and effectively represent the department in proceedings in the Magistrates Court, State Administrative Tribunal and other courts as appropriate, including trials.

Prepare a variety of legal documents in both litigation and non-litigation matters including prosecution notices, court hearing notices, summonses, statements of material facts, sentencing submissions, briefs to counsel and internal delegations and authorisations.

Assist more senior lawyers with the conduct of criminal prosecutions, other litigation and disciplinary proceedings as required.

Correspond and liaise with departmental staff, other public sector agencies, external lawyers, parties to proceedings, consumers and relevant stakeholders as required.

Contribute to the preparation and presentation of both in-house and external education programmes designed to further the Department's objectives, including lectures and presentations to universities, industry groups, conferences and consumer groups.

Other duties as required.

Take reasonable care to protect their own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all provisions of the *Occupational Safety and Health Act 1984*.

Job Related Requirements

1	<p>Conceptual and analytical skills</p> <ul style="list-style-type: none"> • Demonstrated working knowledge of legislation and principles relevant to building industry regulation or the demonstrated ability to quickly acquire a working knowledge of such legislation. • Able to develop effective solutions to identified legal problems to achieve outcomes in an efficient manner, and to effectively and efficiently analyse data in a legal environment and research legal questions. • Demonstrated understanding of the rules of the Courts and the State Administrative Tribunal or the ability to quickly acquire such knowledge. • Demonstrated ability in less complex advocacy before the Courts and the State Administrative Tribunal.
2	<p>Technical skills and work management</p> <ul style="list-style-type: none"> • Able to effectively, with supervision, conduct routine litigation in criminal and disciplinary proceedings, including appearing as counsel where appropriate. • Able to prioritise, organise and complete work accurately and effectively within set timeframes and under pressure. • Has proven computer skills, including a working knowledge of MS Office products and online research facilities.
3	<p>Client relationships, team and people management skills</p> <ul style="list-style-type: none"> • Can respond to requests for information in a timely manner, manages their own behaviours and works well in a team environment.
4	<p>Professionalism</p> <ul style="list-style-type: none"> • Acts in a manner consistent with Commerce's values. • Is punctual, reliable, hardworking, enthusiastic and supportive of other team members. • Knowledge of and commitment to the ethical obligations of legal practitioners under the <i>Legal Profession Act 2008 WA</i> • Demonstrated commitment to professional development
5	<p>Communication skills</p>

	<ul style="list-style-type: none"> • Demonstrated ability to provide clear and concise written or verbal legal advice on a broad range of matters, and prepare routine legal documentation. • Able to effectively translate ideas, concepts and information into either written or verbal form.
6	<p>Qualifications and experience</p> <ul style="list-style-type: none"> • Degree in Law; <u>AND</u> • Either: <ul style="list-style-type: none"> ◦ Admitted or eligible to be admitted to practice in the Supreme Court of Western Australia; <u>OR</u> <p>A legal practitioner from outside Western Australia whose qualifications for admission in Western Australia have been approved by the Legal Practice Board, Western Australia.</p>


Appointment Conditions

Covers any other conditions that may be applicable to this job.

Special conditions (List any special conditions that may apply to this position)	A satisfactory, National Police Certificate or National Police History Check.
Travel Requirements (List any special conditions that may apply to this position – if not applicable, please add "Nil")	

Certification

Details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Director / Manager		Executive Director / Director General	
Name	EVAN HOMAN	Name	PETER GOW
Signature		Signature	
Date	10.11.15	Date	10/11/2015
Human Resource Advisor		Registration Date	
Name	Lisa Lowlands		

