



Solicitor

Branch:	Legal and Legislative Services
Directorate:	Corporate Services
Position Number:	00025655
Classification:	Specified Callings Level 3
Physical Location:	140 William Street, Perth
Award/Agreement:	Public Service Award & Public Service and Government Officers General Agreement

Department of Transport is a progressive organisation with the vision to be recognised as a leader in providing world-class transport services and solutions. The Department's main focus is to provide a safe, accessible, sustainable and efficient transport services and systems that promote economic prosperity and enhance the lifestyles of all West Australians.

The Department forms part of the Transport portfolio, also comprising of Main Roads WA and the Public Transport Authority.

Our Values:

We welcome [Fresh Thinking](#) and finding better ways of working

We set [Clear Direction](#) and have the courage to follow through

We work together to deliver [Excellent Service](#)

We make things happen through our [Great People](#)

Department of Transport (DoT) is an equal opportunity employer and embraces diversity as we believe the best services come from a workplace in which varied viewpoints are welcomed and encouraged.

Overview of Directorate

The Corporate Services directorate leads in the provision of quality corporate services, specialist advice and governance across the DoT. The business operates under 5 guiding principles being Customer Focus, Relationships and Partnerships, Business Improvement and Innovation, Governance and Accountability, and Our People. The directorate comprises of 4 branches which enable "best for business" outcomes for the organisation and its stakeholders. It provides:

- High level leadership, advice and coordination for corporate services.
- Strategic coordination of procurement, fleet, lease management services, including policy advice.
- Provision of Legal advice and responsible for the DoT Legislative Programme.
- Accommodation, building and facilities management for metropolitan and regional sites, strategic accommodation planning and project delivery.
- Information Management services including Objective training, records management, FOI coordination, disposal arrangements and incoming mail management.



Overall Purpose of the Role

- Operates with some autonomy and initiative and provides opinions and advice on routine legal matters and on the interpretation and application of legislation.
- Provides advice on administrative law, commercial law, transport law, compliance, and litigation.
- Negotiates and drafts legal documents for routine transactions.

Work Description

- Provides legal advice on routine legal matters.
- Negotiates routine legal matters on behalf of the Department.
- Provides advice on the interpretation and application of relevant legislation and provides drafting instructions to Parliamentary Counsel.
- Researches, coordinates and prepares legal documentation on behalf of the Department.
- Undertakes liaison and consultation with key stakeholders including the legal profession, State Solicitors Office, senior officers of the Department and the Minister's office on legal matters.
- Contributes to the formulation of policies, standards and strategies required by the Department to ensure compliance with appropriate legal requirements.
- Provides input to the development and achievement of the Branch's business plan.
- Represents the Department and the Branch on appropriate committees, conferences and working parties.
- Maintains expert awareness of relevant trends and issues in legal matters pertaining to the Department's responsibilities.
- Other duties as required.



Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

Specified Calling Level 2

1. A degree in law and admitted to engage in legal practice in Western Australia.
2. Proven experience in the provision of a legal service including the ability to negotiate commercial matters.
3. Knowledge and experience in some or all of the following: transport law, administrative law, commercial law, compliance matters, litigation and statutory interpretation.
4. Demonstrated knowledge of Parliamentary and legislative process and procedures.
5. Strong written communication skills including drafting of legal documents.
6. Strong oral and interpersonal communication skills with the ability to build and maintain effective relationships.
7. Ability to autonomously, manage competing demands and meet strict timeframes in a busy environment with some supervision.
8. Highly developed conceptual, analytical, research and evaluation skills.

DESIRABLE:

N/A

ESSENTIAL:

Specified Calling Level 3

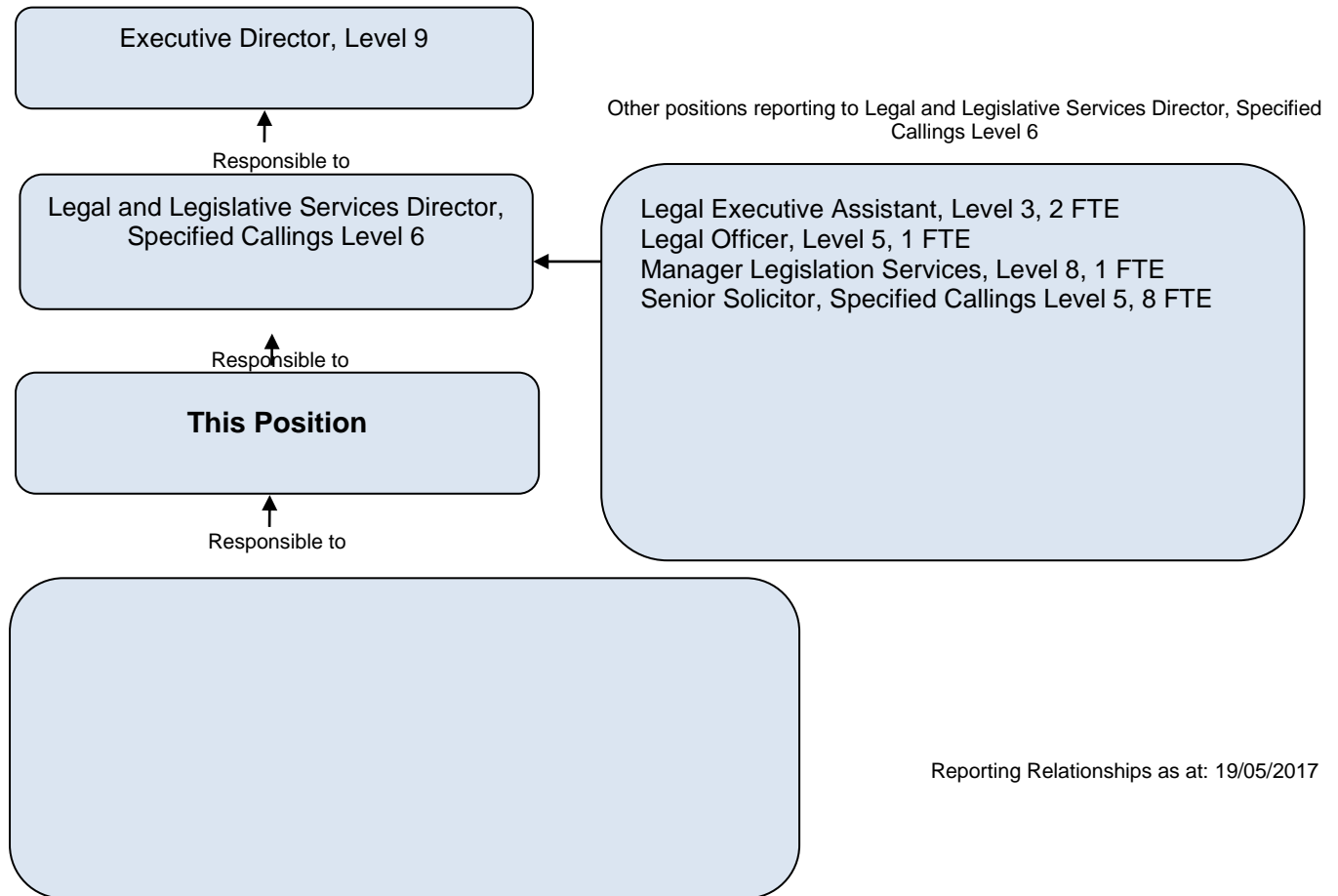
1. A degree in law and admitted to engage in legal practice in Western Australia with proven post admission experience.
2. Substantial experience in the provision of a legal service including the ability to negotiate complex commercial matters.
3. Knowledge and experience in some or all of the following: transport law, administrative law, commercial law, compliance matters, litigation and statutory interpretation.
4. Sound knowledge and understanding of Parliamentary and legislative process and procedures.
5. Highly developed written communication skills including drafting of legal documents.
6. Highly developed oral and interpersonal communication skills with the ability to build and maintain effective relationships.
7. Ability to autonomously, manage competing demands and meet strict timeframes in a busy environment with minimal supervision.
8. Highly developed conceptual, analytical, research and evaluation skills

DESIRABLE:

N/A



Reporting Relationships



Allowances/Special Conditions

NIL

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Executive Director
People and Organisational Development