



Job Description Form

SENIOR LEGAL OFFICER

Position Details

Position Number:	Generic
Classification:	Specified Calling Level 5
Award / Agreement:	PSA 1992 / PSGOCSAGA 2017
Organisational Unit:	Corporate Operations/ Finance and Business Services/General Law Unit
Location:	East Perth
Classification Evaluation Date:	
JDF Review Date:	May 2018

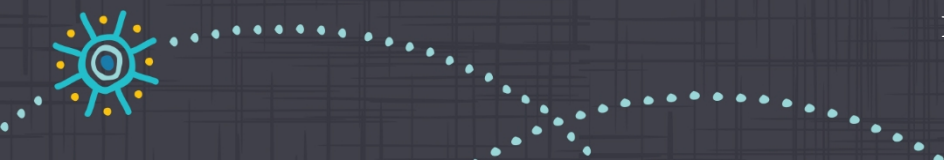
Reporting Relationships

This position reports to:

General Counsel, Specified Calling Level 6

Positions Under Direct Supervision:

This position has no subordinates.



About the Department

The Department of Communities' mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department's direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department's functions and services include disability services; child protection and family support; social and affordable housing; youth justice; community initiatives and remote regional services reform.

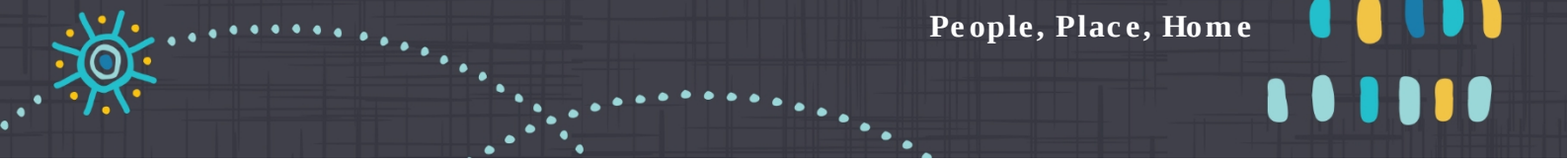
The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

Role Statement

The **Senior Legal Officer** is responsible for:

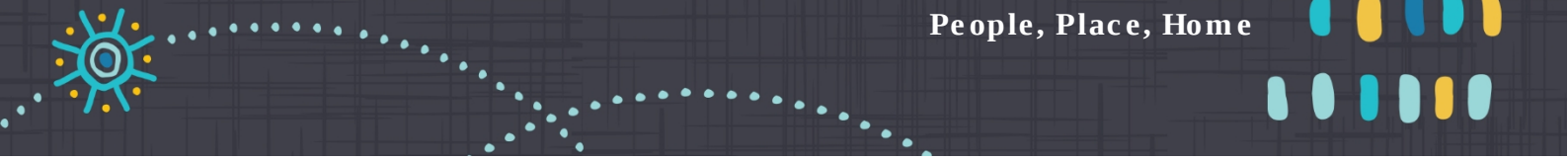
- Operating with a high degree of autonomy, initiative and judgement and providing a high level of legal advice and court representation on complex and sensitive matters.
- Conducting cases, coordinating litigation and attending or instructing counsel to attend the Supreme Court, District Court, Magistrates Court, State Administrative Tribunal and other jurisdictions on a range of complex general civil litigation matters including civil and appeal proceedings.
- Providing supervision and guidance on practice/procedure to legal and other staff as required.



Duties and Responsibilities

This position operates with relative autonomy, initiative and judgement:

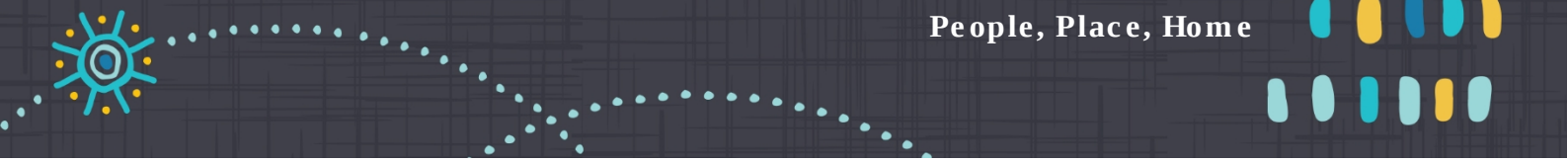
1. Provides high level legal advice and court representation on complex, highly complex and sensitive legal matters.
2. Advocates, mediates and negotiates at a high level on complex legal matters on behalf of the Department.
3. Provides high level legal advice on the interpretation and application of relevant legislation.
4. Researches, prepares and gives advice on legal documentation on behalf of the Department with minimal supervision.
5. Conducts cases, coordinates litigation and attends or instructs counsel to attend the Supreme Court, District Court, Magistrates Court, State Administrative Tribunal and other jurisdictions on a range of complex general civil litigation matters including civil and appeal proceedings.
6. Undertakes high level liaison and consultation with key stakeholders including legal professionals, solicitors, barristers, departmental employees, CEO and the Minister's Office on complex legal matters.
7. Contributes to the development and formulation of policies, standards and strategies required by the Department and relevant legal officers to ensure compliance with appropriate legal requirements.



8. Contributes and provides input to the development and achievement of departmental and unit business plans.
9. Represents the Department on appropriate committees, conferences and working parties.
10. Provides professional leadership and mentors other legal officers, which may include training departmental staff in legal issues.
11. Works effectively as a member of a Legal Services team, including self-reflection and giving and receiving constructive feedback and effectively incorporating such feedback into daily practice and to foster effective relationships within the team and departmental staff.
12. Develops the capacity to problem solve constructively and deal effectively with situations that cause strong emotions in a resilient way while maintaining a high degree of professionalism.

Other

13. Other duties as required.



Essential Work-Related Requirements (Selection Criteria)

1. A degree in law and admitted to practice in the Supreme Court of Western Australia or Legal Practitioner from outside the State whose qualifications for admission in Western Australia have been approved by the Legal Practice Board of Western Australia.
2. Substantial experience within a legal practice, and demonstrated knowledge and experience in the interpretation of legislation, standards, codes and guidelines.
3. Highly developed communication skills including oral, written and interpersonal skills and the ability to liaise, negotiate and mediate with individuals in a variety of contexts.
4. Demonstrated ability to work under pressure and to plan, prioritise and organise workloads to meet strict timeframes with minimal supervision.
5. Highly developed conceptual, analytical, and problem solving skills.
6. Demonstrated leadership and supervisory skills.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory National Police Clearance.
2. Departmental Record Check
3. Appointment is subject to a satisfactory Working with Children (WWC) Check

Delegate Certification

HR Registration

24 January 2019