

# SENIOR LAWYER

<b>Position Number:</b>	LPB026, LPB027	<b>Classification Level:</b>	Schedule 3, level 4 - 5
<b>Division:</b>	Regulatory Services	<b>Reports to:</b>	Principal Lawyer
<b>Team:</b>	Investigations and Legal	<b>Supervises:</b>	Project-based FTE if required

## Operational context

The Legal Practice Board (**Board**) is the primary designated local regulatory authority under the *Legal Profession Uniform Law (WA)*. The Board's mission is to be an effective, efficient and innovative regulator of legal services in Western Australia. Members of the Investigations and Legal team conduct investigations into serious and complex matters regarding the conduct of lawyers and law practices associated with complaints, disciplinary matters, suitability disclosures, unqualified legal practice, external interventions and compliance issues.

## Role overview

Leads or undertakes investigations of complex matters, including dispute resolution and prosecution or litigation of civil or criminal matters. Supervises more junior lawyers, investigators, paralegals and administrative staff. Provides high level advice and reports to senior management and conducts complex matters in tribunals and courts. Supports the Director and Principal Lawyers in their roles and the high quality and efficient delivery of legal services.

## Key Accountabilities

Based on experience and expertise, the Senior Lawyer:

- Provides high quality legal advice to lead or conduct investigations into complex legal matters.
- Conducts, manages or assists in investigations into serious and complex matters, litigation and prosecutorial matters, appearing as Counsel in courts and tribunals.
- Prepares and reviews a range of complex documentation including submissions, reports, recommendations correspondence, notices, briefs and operational documents. Reviews and analyses evidence and develops recommendations.
- Negotiates to resolve matters, using alternative dispute resolution techniques.
- Assessment of risk and ability to escalate matters where required.
- Provides leadership, and advice to investigations team and broader Board staff on legal and regulatory matters.
- Works collaboratively with Board staff to share information and ensure the effective integration of matters.
- Develops and maintains effective relationships with internal and external stakeholders and represents the Board in internal and external forums as required.
- Maintains systems and records, reviews data to identify trends and improvements and contributes to the ongoing improvement of policy, procedures and systems.
- Complies with professional, legal and ethical obligations as a Board officer and officer of the Supreme Court of Western Australia.
- Supports and assists the Principal Lawyers and Director Investigation and Legal.
- Undertakes other duties as required.

## Work related requirements

To be read in the context of the preceding sections of this document.

### Essential

1. Hold a degree in law, admitted or eligible to be admitted to the Australian legal profession.
2. Entitled to engage in legal practice in Australia.
3. Considerable (SCL4) or substantial (SCL5) post admission experience in legal practice with a record of achievement in the conduct and management of complex investigations and litigation.
4. Demonstrated understanding of the operations of legal practice and experience in understanding, interpreting and applying a regulatory response or in upholding professional standards.
5. Demonstrated leadership experience, including supervision, assistance, guidance and support to members of a team.
6. Excellent written and verbal communication and negotiation skills including strong relationship management skills with proven ability to work collaboratively and to manage conflict. Experience in the preparation of high level reports and briefing notes.
7. Excellent problem solving and analytical skills to identify and address issues, develop responses and produce recommendations.
8. Good organisational and self-management skills with proven ability manage project-based assignments to meet timeframes and work flexibly in a pressured environment.
9. Demonstrated resilience and a strong commitment to providing service excellence.

### Reporting Relationships

Responsible for project-based resources allocated if required, including:

- Lawyer
- Investigator
- Paralegal

### Our Values

Our values underpin everything we do, they guide the way we conduct our work, how we engage with each other and deliver services to our customers. The ability to demonstrate how you will apply our values is important to us.



### Special Equipment/Requirements

Appointment subject to satisfactory National Police History Check and 100 point identification check.

### Position Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

**SIGNATURE**

20 November 2024

**EXECUTIVE DIRECTOR**

**DATE**