



Coordinator Legal Practice Support - Level 6 (MIS21099)

Group:	WorkSafe	Location:	East Perth - Mineral House
Division/Directorate:	WorkSafe Legal	Supervises:	1
Branch:	WorkSafe Legal	Reports to:	General Counsel - WorkSafe
Section:	NA		

Operational Context

WorkSafe Legal Division provides advisory, litigation and regulatory prosecution services. This comprehensive legal service is provided to the Minister, statutory office holders and business units connected to the WorkSafe Group of the Department. By providing legal expertise and insight, the Group has a significant impact upon the safety of Western Australian workplaces.

Role Overview

The Coordinator Legal Practice Support manages development and delivery of paralegal services and administrative support to lawyers in WorkSafe Legal. The position works closely with the General Counsel and the leadership team to develop and implement business services that ensure efficient management of the legal work undertaken by WorkSafe Legal..

Building Leadership Impact as a Leader of Others

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles. Leadership in this position is about motivating and enabling a team to deliver high-quality work that contributes to the agency. They balance their time between doing the work, and coaching, guiding and developing others.

Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Manage development and delivery of business support services including administrative support, paralegal services and human resources management.
 - Lead projects to further improve the efficiency and effectiveness of the work of the branch.
 - Monitor, analyse and report on the performance measures and KPIs used to assess the business activity of the Branch.
 - Coordinate recording and reporting of litigation outcomes and enforceable undertakings.
 - Maintain and further develop resources to support the work of the Branch and its clients, in particular but not limited to a practice management system, a Legal Advice Database and a knowledge base.
 - Support the General Counsel in preparing and managing the Branch's budget including monitoring expenditure.
 - Assist with the development of the Branch's operational plan.
 - Contribute to development and implementation of business development and process improvement initiatives, quality management systems, communication strategies and other strategic development initiatives to support and improve services provided by the Branch.
 - Coordinate dissemination of information to internal and external stakeholders.
 - Coordinate the Branch's risk management and business continuity planning.
 - Coordinate the Branch's input into and responses to group strategic development initiatives and policy formation.
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Corporate Responsibilities

The following outlines departmental responsibilities:

- Acts ethically and supports others to do the same, in line with the departments Values and the Code of Conduct.
- Takes reasonable care to protect your own safety, health and wellbeing at work, and that of others by

- co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
 - Performs other duties as directed.
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Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Experience in leading and coordinating a team to deliver services effectively and efficiently.
- Highly developed communication and negotiation skills.
- Demonstrated experience in building and sustaining effective relationships with internal clients and external stakeholders.
- Highly developed organisational skills with the ability to prioritise work with competing deadlines.
- Experience in maintaining and developing information systems.

Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Leader of Others - People](#), the following outlines those that are required to undertake this role:

- **Lead Adaptively** - You lead others through changes with strength and understanding, and support those who are challenged by change.
 - **Embody The Spirit of Public Service** - You lead by example, promoting and role modelling behaviours and respect for others in all aspects of your work, thereby protecting your reputation and that of your team or work area, agency and the sector.
 - **Build Capability** - You contribute to the development of those in your team or work area by understanding their current capabilities and striving to develop them further.
 - **Deliver on High Leverage Areas** - You continually improve all aspects of your work area, keeping an open mind to explore innovative alternatives.
 - **Dynamically Sense The Environment** - You approach your team, colleagues and work environment with a positive and open mind, acknowledging that your approach may not be the only effective approach.
 - **Think Through Complexity** - You think critically and strategically to solve problems and enhance effectiveness across your team or work area.
 - **Lead Collectively** - You work proactively to create shared thinking and understanding across your team.
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This position reports to:

General Counsel - WorkSafe

Position No: 00016328

Classification: SCL6

Positions reporting to this Role:

Senior Prosecutions Officer - (MIS24105)

L5

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- High integrity required for conflicts of interest
- Nationally Coordinated Criminal History Check
- Potential exposure to traumatic events and/or distressing materials

Approved Date

23-MAY-2026