



## Senior Legal Operations Officer - Level 5 (MPE26093)

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<b>Group:</b>	<i>Dept of Mines, Petroleum and Exploration</i>	<b>Location:</b>	<i>East Perth - Mineral House</i>
<b>Division/Directorate:</b>	<i>Corporate Services</i>	<b>Supervises:</b>	<i>1</i>
<b>Branch:</b>	<i>Information Management Services</i>	<b>Reports to:</b>	<i>General Counsel</i>
<b>Section:</b>	<i>NA</i>		

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### Operational Context

The Corporate Services Group supports the Department to achieve its strategic and operational objectives. Bringing together a range of corporate functions which work collectively to help the organisation plan and operate by offering specialist and trusted advice and effective business systems and internal controls.

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### Role Overview

This position provides administrative and operational support to all Legal Branch staff and the General Counsel of the Legal - Resources Branch.

### 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.

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### Role Responsibilities

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

- Provides high level legal and administrative support to legal staff and General Counsel in prosecution and litigation cases and advisory services.
  - Analyses, interprets and applies relevant legislation and court and tribunal practice directions.
  - Maintains a contemporary understanding of administrative and judicial procedures and government policy, standards, and instructions.
  - Collates case information in a format that is admissible for court or tribunal proceedings and presents evidence and information in accordance with relevant legislation, procedures, and rules of evidence.
  - Prepares complex court documents, applications, disclosure, reports and general correspondence.
  - Assists legal staff in their preparation of hearings, as well as attending Court to assist Counsel if required.
  - Undertakes research and facilitates Divisional operational planning processes.
  - Contributes to the development, implementation and evaluation of policies, systems, procedures, and initiatives which improve compliance outcomes.
  - Undertakes data interpretation and evaluation.
  - Provides information and advice to department staff and relevant stakeholders in relation to prosecution and litigation matters.
  - Supervises, mentors and coaches support staff to enhance the delivery of legal services.
  - Establishes relationships with a range of external stakeholders including investigators, court and tribunal staff, witnesses, victims, and legal representatives.
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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:

- Demonstrated skills and experience in providing administrative and legal support, including preparing matters for prosecution, within a compliance environment, government legal framework and judicial system, with a strong focus on accuracy and attention to detail.
- Demonstrated high level oral and written communication skills including the ability to provide relevant information to a range of internal and external stakeholders.
- Demonstrated skills and experience in conducting legal research and contributing to project management and service improvement strategies.

### **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 proactively extend your knowledge, skills and expertise to ensure your contribution continues to add value.
  - **Embody The Spirit of Public Service** - You ensure your work practices and those of your team or work area are in accordance with the policies and procedures of your agency.
  - **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 identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.
  - **Dynamically Sense The Environment** - You communicate clearly and concisely to ensure a shared understanding.
  - **Think Through Complexity** - You use your skills, experience and knowledge to anticipate and identify problems.
  - **Lead Collectively** - You seek to build and maintain effective working relationships with others, and are mindful of the partnerships that support your efforts to deliver value for your team and work area.
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### **This position reports to:**

General Counsel

Position No: MPE25621

Classification: SCL6

### **Positions reporting to this Role:**

Legal Support Officer (00016621) L3

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### **Position Conditions:**

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

- Nationally Coordinated Criminal History Check
- High integrity required for conflicts of interest

### **Approved Date**

21-APR-2026