



Job Description Form

Senior Legal Officer

Position Number:	Multiple	Portfolio:	Strategy and Performance
Classification:	Specified Calling Level 4	Reports to:	Principal Legal Officer, Level SCL 5
Location:	Joondalup	Direct Reports:	Nil

Description

The Senior Legal Officer is responsible for providing accurate and timely expert legal advice on environmental, water and public sector law matters to support the functions of the Department of Water and Environmental Regulation and the Environmental Protection Authority.

This role effectively engages and collaborates with key First Nations and other stakeholders, government agencies, and partners to deliver respectful and well-informed advice.

Responsibilities

In context of above description, the role:

- Providing specialised legal advice to the Department and the Environmental Protection Authority on environmental, water, contract, administrative and public law.
- Undertaking legal research, independently preparing a wide range of documents for the Department and assisting in preparing complex legal documents.
- Undertaking legal review of recommendations to the Environmental Protection Authority, and its delegates, to ensure legally robust administrative decision-making.
- Coordinating the processes involving obtaining legal services for the Department from the State Solicitors Office (SSO) and other legal experts as required, including identifying legal issues and preparing instructions and briefs.
- Providing specialised legal advice on amendments to legislation and regulations administered by the Department; policies, guidelines and procedures adopted by the Environmental Protection Authority and templates and forms prepared by the Department.
- Assisting Departmental officers in interpreting and implementing legal advice provided by SSO, external legal experts and the Department's legal services.
- Maintaining skills, knowledge and competency levels in relation to environmental, administrative and public law and as required by the Legal Profession Uniform Law Application Act 2022 and Regulations
- Coordinating and managing litigation on behalf of the Department.
- Applying the guidelines and principles of the Western Australian Public Sector Code of Ethics and the Department's Code of Conduct within a framework of high ethical standards and behaviour.
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.



Our people, our leaders, our values

At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be a [Personal Leader](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.

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Work Related Requirements

Read these requirements in context of the above contents.

Essential

1. A degree in Law and admitted to practice in the Supreme Court Western Australia with minimum three years post admission experience.
2. You have highly developed communication skills and demonstrated ability to provide practical, written legal advice and draft clear, accurate responses to Parliamentary Questions and Ministerial Briefing Notes, ensuring information is tailored for diverse audiences and aligned with legislative and organisational requirements (*you dynamically sense the environment*).
3. You have significant experience and demonstrate ability to exercise professional judgment and initiative in developing timely, practical solutions to complex and sensitive legal issues across diverse areas of law (*you think through complexity*).
4. You have significant knowledge of Parliamentary and legislative-making procedures, and the legal principles applicable to environmental, water, contract and administrative law, including statutory interpretation, supporting your ability to deliver strategic and legally sound solutions (*you embody the spirit of public service*).
5. You have highly developed interpersonal skills and demonstrated ability to build, maintain and nurture collaborative stakeholder relationships, working effectively within a diverse and multidisciplinary legal and policy team to achieve shared goals (*you build capability*).
6. You have highly developed organisational skills and demonstrated ability to manage competing priorities, work autonomously and deliver accurate legal outputs within tight timeframes in a dynamic environment (*you deliver on high leverage areas*)

Special Requirements

- The department will conduct a national police check before offering employment.
- Eligible to hold a current legal practicing certificate.