



## Job Description Form

### Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

### Position Title

Senior Legal Counsel

### Level

8

### Position Number

34548, 35414, 36977  
(Nominated)

### Division/Directorate

Corporate

### Branch/Section

Legal

### Effective Date

July 2025

### Health Task Risk Assessment Category

5

### Reporting relationships

Superordinate: General Counsel, Class 1

Subordinates: No Direct Reports

### Key role of this position

Operates with a high degree of autonomy and initiative to provide prompt, quality legal advice on all aspects of the Public Transport Authority's activities, interprets and applies legislation, drafts and negotiates legal documents for routine and complex transactions and builds effective and collaborative stakeholder relationships.

### Core duties and responsibilities

- Provides accurate and timely legal advice on various legal matters, with particular focus on contract law, property law including complex property transactions, leases, licences, easements and restrictive covenants, acquisitions, disposals and other ancillary property documents, construction law and other legal matters compatible with the Public Transport Authority's activities.
- Drafts and negotiates legal documents for routine and complex transactions.
- Assists General Counsel with the interpretation and application of legislation administered by the Public Transport Authority or with which the Public Transport Authority must comply.
- Promotes knowledge and awareness of legal requirements relevant to the Public Transport Authority's activities.
- Provides general assistance to the General Counsel in the operations of the Legal Services Unit, including the oversight of public liability claims and assisting as required with amendments to, or drafting of new, legislation affecting the Public Transport Authority.
- Liaises with the State Solicitor's Office and legal officers in other agencies.
- Establishes and maintains effective internal and external stakeholder relationships to foster and develop collaborative alliances.

---

## SELECTION CRITERIA

### 1. Core Competencies

- Legal practitioner admitted, or eligible for admission, to practice in Western Australia.
- Extensive experience in legal practice with practical as well as legal focus (private practice, in-house corporate or government).

### 2. Communication and Interpersonal

- Highly developed communication, negotiation and interpersonal skills.

### 3. Conceptual, Analytical and Problem Solving

- Highly developed conceptual and analytical ability.

### 4. Organisation

- Demonstrated ability to work with professional autonomy.
- Demonstrated ability to achieve deadlines in pressure situations.

### 5. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.

---

### Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

### Managing Director / Executive Director / General Manager

.....  
**Signature**

.....  
**Date**

### Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....  
**Signature**

.....  
**Date**