



# Job Description Form

## Generic **Counsel Assisting**

### Coroner's Court

#### Position details

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Classification Level: Level 6 Specified Calling (SC)

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement 2021  
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Court and Tribunal Services, Magistrates Court and Tribunals

Physical Location: Perth CBD

#### Reporting relationships

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Responsible to: 020999 – Principal Registrar – L7SC

**This position: Generic – Counsel Assisting – L6SC**

Direct reports: NIL

#### Overview of the division

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The Magistrates Court and Tribunals is accountable for:

Output 1: Judiciary and Judicial Support

Output 2: Case Processing

Output 3: Enforcement of criminal and civil court orders

Output 4: Enhance Aboriginal services throughout the state.

#### Overview of the position

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The Counsel Assisting primarily assists the coroners with the preparation, management and conduct of Inquest hearings. Counsel Assisting plays a key role in the maintenance of stakeholder relationships, both internal and external, and contributes to the development of policy and strategic management of the Coroner's Office. A high degree of initiative, judgement, and originality in the performance of professional work is required.

#### Role specific responsibilities

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##### Leadership

- Provides direction and support in relation to the conduct of Inquests.
- Develops effective communication strategies that ensure two-way communications with judicial officers, staff and stakeholders.

## **Legal Matters**

- Conducts and coordinates inquests in the Coroner's Court throughout the State.
- Provides advice on the Coroners Act.
- Prepares briefs and attends to all matters necessary to the holding of inquests.
- Assists with investigations relating to the death of persons held in care.
- Assists with investigations relation to reportable deaths as directed by the coroners.
- Co-ordinates the activities of the Coronial Ethics Committee.
- Liaises with external solicitors/counsel as required.
- Liaises with families of deceased persons about inquest hearings.
- Identifies and obtains evidence from suitably qualified expert witnesses.

## **Planning**

- Contributes to the planning, development, and implementation of strategies for the Coroner's Office
- Contributes to the development of operational plans, policies and strategies to achieve the objectives.
- Participates in the planning, development and implementation of office practice and procedures and guidelines.

## **Policy & Advice**

- Contributes to Coroner's Office policy and provide advice on operational matters for the Coroner.
- Prepares responses to Parliamentary Questions and to enquiries from the Minister etc.
- Provides advice to Government on reform of laws relevant to the Coroner's Office as required.
- Provides advice on matters involving the interpretation and application of statute law and common law.

## **Stakeholder Relationships**

- Represents the Coroner at appropriate internal or external forums.
- Develops relationships and liaises and communicates with key stakeholder's particularly forensic pathologists, investigators, toxicologists, and health professionals.

## **Information and Knowledge Management**

- Contributes to information and knowledge management for the Coroner.
- Ensures that policies, procedures and delegations are compliant with legislation, appropriately documented and disseminated.

## **Service Delivery**

- Ensures the efficient and cost effective delivery of services to internal and external clients.

### **Cultural Change**

- Contributes to and implements strategies to achieve a positive and innovative organisational change.

### **Continuous Improvement**

- Contributes and implements continuous improvement strategies for the Coroner's Office.
- Maintains professional competence and knowledge and apply this expertise in research and the provision of advice, problem resolution and professional development.

### **Job related requirements**

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In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge, and experience.

#### **Eligibility**

- A lawyer performing this position is deemed to be a government legal practitioner as defined in the *Legal Profession Uniform Law Application Act 2022 (WA)* and therefore the occupant is required to hold, or be eligible to hold, a current Australian practising certificate issued by the Legal Practice Board of Western Australia.

#### **Communication**

- The ability to effectively translate ideas, concepts and information into either written or verbal form and negotiate to achieve positive outcomes.

#### **Leadership**

- The ability to create an inspiring, relevant vision for Counsel Assisting and assume an important role in creating a vision for the Coroner's Office.
- The ability to influence others to take ownership, exercising judgment in decision-making to achieve the corporate goals and outcomes of the Coroner's Office.

#### **Legal research, analytical and problem solving skills**

- The ability to relate and compare data from different sources, identifying issues, securing relevant information, and identifying relationships to achieve successful outcomes.
- Competence in reviewing briefs and ensuring matters are adequately investigated.

#### **Time management and organisational**

- The ability to prioritise, organise and complete work within set timeframes.

#### **Teamwork**

- The ability to participate in teams to achieve positive outcomes.

#### **Interpretation**

- The ability to interpret and apply legislation.

### **Stakeholder relationships**

- The ability to create, maintain and enhance relationships with clients, staff, stakeholder agencies and private organisations through constructive interaction in order to achieve work goals.

### **Technical skills**

- Knowledge of litigation processes and court procedures.
- Knowledge of and experience in drafting of legal documents.
- The ability to handle matters of complexity without the need for direction or supervision.
- The ability to demonstrate considerable professional judgement.
- Experience and ability to act as counsel in the Coroner's Court and/or tribunals to a high standard.

### **Knowledge**

- Knowledge of legislation relevant to the operations of the Coroner's Office.
- Knowledge and understanding of the Coroners Act and other legislation.
- Knowledge and understanding of investigation techniques.
- Knowledge and understanding of medical and technical terminology and practice.

### **Special requirements/equipment**

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This position is classified Specified Calling as per Clause 12 of the *Public Service Award 1992* and the *Government Officers' Salaries Allowances and Conditions Award 1989*.

### **Certification**

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

Deputy Director General, Court and Tribunal Services

Signature: \_\_\_\_\_ Date: 2 June 2023

HR certification date: June 2023