



LABOUR RELATIONS

Role title	Legal and Legislation Manager	Role number	017270
Status	Permanent	Classification	SCL 6
Directorate	Policy and Legal	Conditions	PSGO General Agreement 2011
Branch	Legal and Legislation		Public Service Award 1992
Location	Perth	Effective date	September 2013

What We Do

The Department of Commerce works with the community to ensure high standards of safety and protection for workers and consumers, and promotes and fosters innovative industries and enterprise. The Department comprises eight divisions: Building Commission; Consumer Protection; Corporate Services; Energy Safety; Industry and Innovation; Labour Relations; the Office of the Director General and WorkSafe.

We value our people and their contribution through recognising success. It is our commitment to empower, support and develop our people by respecting individuality and diversity, both inside and outside of the organisation.

Your Opportunity

Lead and manage a team to provide high level strategic legal, policy and legislation advice on labour relations issues to the Minister and other internal and external clients.

Your Key Responsibilities

Management

- Manage and lead the legal and legislation branch to achieve Government outcomes.
- Ensure effective coordination and promotion of the State Government labour relations agenda.

Legal and Policy Advice

- Provide strategic legal and policy advice and analysis to the Minister and internal and external Labour Relations clients on significant labour relations developments and issues.
- Prepare briefs and liaise with State Solicitor's Office and other legal service providers.

Legislation

- Develop and implement the Government's labour relations legislative program.
- Provide strategic advice on legislative options to implement labour relations policy.
- Develop briefings to Parliamentary and legal counsel, and legislative drafting instructions.

Representation

- Manage cases and provide representation at State and national tribunals and court proceedings.
- Develop and present written submissions to various forums such as parliamentary enquiries.

Job Related Requirements

1	<p><i>Shapes and manages strategy</i></p> <p>Demonstrated ability to manage and lead a team to achieve business outcomes. Demonstrated ability to set vision, goals and strategic direction on issues. Demonstrated ability to provide high level strategic legal and policy advice, to analyse a broad and complex range of issues and to develop options and solutions.</p>
2	<p><i>Achieves results</i></p> <p>Demonstrated ability to develop and implement complex policy and legislative strategies and initiatives.</p> <p>Demonstrated excellent analytical and problem solving skills and ability to achieve outcomes.</p>
3	<p><i>Builds productive relationships</i></p> <p>Proven experience in building and maintaining effective internal and external stakeholder relationships.</p> <p>Ability to consult broadly on issues and draw on knowledge of stakeholders. Demonstrated ability to represent major clients on matters.</p> <p>Ability to develop a strong client focus within a team and to develop and empower the team.</p>
4	<p><i>Exemplifies personal integrity and self-awareness</i></p> <p>Demonstrated public service professionalism and probity.</p> <p>Demonstrated self awareness and a commitment to personal development.</p> <p>Acts professionally and impartially at all times and operates within the boundaries of legal and public policy constraints.</p> <p>Displays personal qualities including discretion, confidentiality and flexibility, consistent with Commerce values and code of conduct.</p>
5	<p><i>Communicates and influences effectively</i></p> <p>Excellent written and oral communication skills with the ability to prepare clear and concise legal and policy advice on complex matters.</p> <p>Proven ability to effectively communicate and consult with key stakeholders, and influence individuals or groups through appropriate strategies to achieve desired outcomes.</p>
6	<p><i>Technical expertise</i></p> <p>Degree in law AND admitted to practice in the Supreme Court of Western Australia OR legal practitioner from outside the State whose qualifications for admission in Western Australia have been approved by the Legal Practice Board.</p> <p>Substantial relevant post-admission experience.</p> <p>Proven experience working in and developing a legislative and legal framework.</p>



Appointment Conditions

Covers any other conditions that may be applicable to this job.

<p>Special conditions (List any special conditions that may apply to this position)</p>	Criminal History Record Declaration
<p>Travel Requirements (List any special conditions that may apply to this position)</p>	

Certification

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

Manager / Director		Executive Director / Director General	
Name	Lorraine Field	Name	BOB HORSTMAN
Signature		Signature	
Date	13/9/13	Date	16/9/13
Name and title of Human Resource Officer		Registration Date	