



Job Description Form

Department of the Attorney General Purpose

To provide high quality and accessible justice, legal, registry, guardianship & trustee services that meet the needs of the community and government.

Position Title Counsel Assisting		Special Conditions Specified Calling
Effective Date August 2013	Position Number Pool ref 013592	Level Level 4 (L4LG)
Branch Coroner's Court	Division Court and Tribunal Services	Directorate Magistrates Court and Tribunals

Divisional Outcomes

To provide modern, responsive and affordable court, tribunal and other services that meet the needs of the community and judiciary.

Directorate Outputs

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

Branch Outputs

- Ensure the effective management and continuous improvement of the State Coroner's Office.
- Deliver services designed to satisfy or exceed customer needs and expectations.
- Continuously improve information systems to measure the efficiency and effectiveness of service delivery.
- Continuously improve case processing systems and procedures
- Promote the development of a flexible skilled and motivated workforce.
- Ensure that families of deceased people have appropriate facilities to meet their special needs.

Role Of This Position

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.

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Responsibilities Of This Position

Leadership

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

Legal Matters

- Conduct and coordinate inquests in the Coroner's Court throughout the State.
- Provide advice on the Coroners Act.
- Prepare briefs and attend to all matters necessary to the holding of inquests.
- Assist with investigations relating to the death of persons held in care.
- Assist with investigations relation to reportable deaths as directed by the coroners.
- Co-ordinate the activities of the Coronial Ethics Committee.
- Liaise with external solicitors/counsel as required.
- Liaise with families of deceased persons about inquest hearings.
- Identify and obtain evidence from suitably qualified expert witnesses.

Planning

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

Policy & Advice

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

Stakeholder Relationships

- Represent the Coroner at appropriate internal or external forums.
- Develop relationships and liaise and communicate with key stakeholders particularly forensic pathologists, investigators, toxicologists and health professionals.

Information and Knowledge Management

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

Service Delivery

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

Cultural Change

- Contribute to and implement strategies to achieve a positive and innovative organisational change.

Continuous Improvement

- Contribute and implement continuous improvement strategies for the Coroners Office.
- Maintain professional competence and knowledge and apply this expertise in research and the provision of advice, problem resolution and professional development.

Corporate citizenship

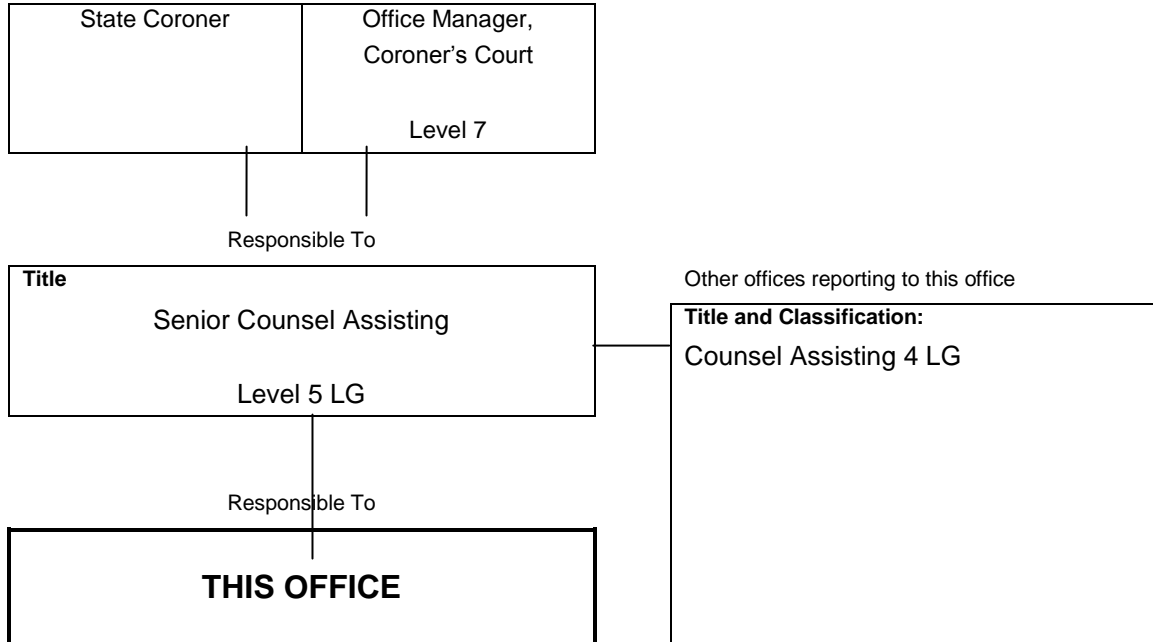
- Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics.
- Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.
- Demonstrate commitment to the legislative obligations set out in the *Occupational Health and Safety Act 1984*
- Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the department's policies and any other direction given for their safety and health in the workplace.

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Work Related Requirements		
The work related requirements to be addressed in the application are stated in the Application Package.		
<i>The following work related requirements may be assessed at different stages of the selection process.</i>		
ESSENTIAL SKILLS		
COMMUNICATION		
<ul style="list-style-type: none"> The ability to effectively translate ideas, concepts and information into either written or verbal form and negotiate to achieve positive outcomes. 		
LEADERSHIP		
<ul style="list-style-type: none"> 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 Coroners Office. 		
LEGAL RESEARCH, ANALYTICAL AND PROBLEM SOLVING SKILLS		
<ul style="list-style-type: none"> The ability to relate and compare data from different sources, identifying issues, securing relevant information, and identifying relationships to achieve successful outcomes. 		
TIME MANAGEMENT AND ORGANISATIONAL		
<ul style="list-style-type: none"> The ability to prioritise, organise and complete work within set timeframes. 		
TEAM WORK		
<ul style="list-style-type: none"> The ability to participate in teams to achieve positive outcomes. 		
INTERPRETATION		
<ul style="list-style-type: none"> The ability to interpret and apply legislation. 		
STAKEHOLDER RELATIONSHIPS		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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. The ability to act as counsel in the Coroner's Court to a high standard. 		
KNOWLEDGE		
<ul style="list-style-type: none"> 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. 		
QUALIFICATIONS		
<ul style="list-style-type: none"> Legal practitioner admitted or eligible for admission to practice in Western Australia. Experience as counsel in courts and tribunals. Competence in reviewing briefs and ensuring matters are adequately investigated. 		

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Reporting Relationships



Offices under direct responsibility

Title	Classification	Number of FTEs Supervised and controlled
Nil		

LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/G.E.H.A., free/rental, etc.	LOCATION ACCOMMODATION
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	Specified Calling as per Clause 12 of the <i>Public Service Award 1992</i> and the <i>Government Officers Salaries Allowances and Conditions Award 1989</i> .

Certification

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

Executive Director, Court and Tribunal Services
Signature
Date