

Frequently Asked Questions

Part-time Legal Officer

Metropolitan Cemeteries Board

We understand that working for a cemetery may seem like an unusual role and that you may have some questions that can help you to decide if you would like to apply.

If you join the MCB you will become part of a very motivated, connected and collaborative team who love to make a difference. MCB staff have a unique opportunity, responsibility and honour to impact upon people's lives during a difficult time and we find that our staff gain immense satisfaction in being able to do that. We demonstrate this through our values of Compassion, Respect, Understanding and Integrity.

At the MCB we look after our staff and aim to create a great working environment for them.

What working conditions will apply?

MCB employees are covered by the *Government Officers Salaries Allowances and Conditions Award 1989 (GOSAC)* and the *Public Sector Government Officers General Agreement 2014(PSGOGA)*. These offer generous and flexible public sector conditions of employment. This role has a high level of flexibility in hours and working location.

What kind of work will I do as the Legal Officer?

The MCB is responsible for managing cemeteries in the Perth Metropolitan area. Its operations are governed by the *Cemeteries Act 1986 (WA)*, the *Metropolitan Cemeteries Board By-Law 1992* and the *Cremation Act 1929 (WA)*.

As the MCB's Legal Officer, the work you do is divided into two broad categories.

Provision of routine legal advice – You will be the 'go to person' for routine legal advice on a range of matters. The Chief Executive Officer, Corporate Executive and other senior managers will refer matters relating to the interpretation and practical application of legislation relevant to the MCB. This could include contractor and client disputes, breaches of Funeral Directors / Monument Masons licences and other legal or contractual matters in relation to the operation of MCB cemeteries.

As the Legal Officer, you will review and provide routine legal advice to Directors and management on contracts and legal documents to ensure compliance with legislative and regulatory requirements. This may involve monitoring major policy issues and industry developments and providing advice accordingly.

You'll be required to effectively communicate your research, findings or recommendations in a manner that suits the subject and the audience. This will include formal reports, Board papers, Ministerials or briefing papers. You will also prepare routine legal documents.

Any matters that are more complex or contentious will be referred to our external legal advisors. In these situations, you will be consulting and liaising with them. You will be the coordinator and liaison point - collating the information, briefing the external lawyer, assisting where possible, and consolidating and communicating their advice.

Input to legislative reviews – The review and amalgamation of the *Cemeteries Act 1986* (WA), *Cremation Act 1929* (WA) and *Cremation Regulations 1954* (WA) are a priority for the MCB. The Department of Local Government and Communities, Department of Health and the MCB have been working together on this reform.

As the Legal Officer you will provide MCB input to the review process. This will require you to work closely with staff from the MCB and other agencies. This may involve the preparation of documents for the MCB including reports, correspondence, and Board papers in relation to the proposed amendments.

You may also have input into the review of other legislation that is relevant to the MCB or may impact on the MCB's operations. This may include making proposals to amend existing legislation or create new legislation which will apply to the MCB and/or impact its operations.

What training support will I get?

You will participate in the MCB induction program, with other new employees, providing a broad overview of the whole business. You'll be provided appropriate learning opportunities, such as participation in any necessary continuing professional development.

You will need to be able to work quickly to understand the often complex nature of cemetery operations so you can apply your legal knowledge in the right context, but you will be well supported by a knowledgeable and friendly team as you learn.

Where is this position located?

You will be based at Karrakatta, opposite the Karrakatta train station, in the main administration office. You may also need to visit our other sites, depending on the matters that you're working on at the time.

How flexible are the part time arrangements?

The Legal Officer is a part-time position, working between 15–22 hours per week, depending on the agreed contract with you. We are very flexible with the actual working arrangements, and school based hours are acceptable. At times, the workload may fluctuate, so there may sometimes be a need to work more hours one week, and less hours the following week. There will be flexibility in how your hours are worked to ensure timeframes and objectives are met. Time off during school holidays could be arranged where possible, depending on the workload at the time.

Is full-time work a possibility?

This is only a part-time position. It is not currently expected that the workload will require a full-time Legal Officer.

So, am I suitable for the role?

We are looking for a Legal Officer with professional legal expertise and experience in providing routine legal advice in relation to Western Australian legislation. You will need to be competent in reviewing, interpreting and applying existing, new and amended legislation, as it applies to an organisation and its stakeholders. This experience could be gained in the private, public or not for profit sectors. These skills could be immediately transferrable to our operating context.

If you think this sounds like you, and the values of the MCB align with your own, please put in an application, giving examples of how you fit the criteria and could become part of our team.