



METROPOLITAN
CEMETERIES BOARD



JOB DESCRIPTION FORM

Metropolitan Cemeteries Board
CSD011 Legal Officer

POSITION DETAILS

Classification/Level	Specified Callings Level 2
Award/Agreement	Public Service and Government Officer's General Agreement 2014
Org Unit	Executive
Physical Location	Karrakatta

REPORTING RELATIONSHIPS

Number of positions supervised: 0

SUPERVISOR

Position Number	CSD004
Position Title	Corporate Governance Officer
Classification/Level	Level 6

KEY WORK DESCRIPTION

This section provides a brief summary of the key functions of the position

Provides routine legal advice to the CEO, Corporate Executive and management on the interpretation and practical application of legislation relevant to the MCB, contracts, legal documents, contractor and client disputes and licence breaches.

Conducts research and analysis, and prepares a variety of routine legal documents, reports, correspondence, and Board Papers.

Provides MCB input into legislative review processes which impact MCB operations.

ORGANISATIONAL CONTEXT

This section provides a brief overview of the Organisation

The MCB is a fully self-supporting statutory authority within the Western Australian Public Sector that manages the six cemeteries and memorial garden sites in the Perth metropolitan area. These include Karrakatta, Pinnaroo Valley Memorial Park, Fremantle, Midland, Guildford and Rockingham Regional Memorial Park. The MCB also participates in the management of East Rockingham Pioneer Cemetery.

The MCB provides sensitive and dignified facilities and services to meet the needs of the deceased and bereaved in the community. For more information about the MCB, visit www.mcb.wa.gov.au

WORK DESCRIPTION

This section outlines the results and outcomes required of an individual in this position

ORGANISATIONAL DUTIES

- Participates as required in the development and implementation of the MCB's Operational Plans and other corporate initiatives.
- Participates as required in the development and implementation of appropriate work team plans.
- Establishes and maintains effective working relationships with peers and colleagues to achieve operational objectives.
- Participates in the MCB's performance management system.
- Undertakes all duties consistent with EEO, safety and health legislative requirements.
- Exercises appropriate initiative and undertakes duties in accordance with MCB legislation, policy and procedures.
- Performs all aspects of the role honestly and in accordance with the MCB's Code of Conduct and its values of Compassion, Respect, Understanding and Integrity.
- Participates on relevant internal and/or external committees and/or working parties.
- Other duties as directed, according to organisational needs.

POSITION DUTIES

- Exercises professional judgement and provides routine legal advice to the CEO, Corporate Executive and management on matters relating to interpretation and practical application of legislation relevant to MCB.
 - Provides routine legal advice to the CEO, Corporate Executive and management in relation to contractor and client disputes, breaches of Funeral Directors and Monument Masons licences and other routine legal matters in relation to cemeteries under MCB control.
 - Reviews and provides routine legal advice to Directors and management on MCB contracts and legal documentation, as required, to ensure compliance with legislative and regulatory requirements.
 - Reviews and provides MCB input into external legislative review processes which may include amendments to existing legislation or the creation of new legislation which applies to the MCB, and may impact its operations.
 - Under direction, coordinates requests for legal advice and legal services from MCB external legal advisors on more complex legal matters and litigation, assists with briefing the external legal advisors and assists them on these matters as needed.
 - Prepares routine legal documents and a variety of other documents including reports, correspondence, and Board papers in relation to legislative and other legal matters.
 - Researches and monitors major policy issues, legislative and industry developments and other matters requiring Board, CEO or Corporate Executive attention, considers options and makes recommendations.
 - Consults, liaises and maintains good relationships with internal and external stakeholders, including MCB external legal advisors.
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WORK RELATED REQUIREMENTS

ESSENTIAL SECTION CRITERIA

In the context of this position, able to demonstrate:

- Degree in Law and admitted to practice in the Supreme Court of Western Australia OR a Legal Practitioner from outside the State whose qualifications for admission in Western Australia have been approved by the Legal Practice Board of WA.
- Relevant experience within a legal environment, and in providing routine legal advice in relation to the interpretation and practical application of legislation, particularly in relation to disputes and breaches.
- Well-developed written and verbal communication skills including the ability to prepare routine legal documents and reports, and clearly present information to different audiences.
- Well-developed interpersonal communication and negotiation skills, with the ability to develop and maintain effective relationships with internal and external stakeholders.
- Well-developed conceptual, research, analytical and problem solving skills.
- Commitment to ethical decision making.

DESIRABLE SELECTION CRITERIA

N/A

SPECIAL EQUIPMENT/REQUIREMENTS

N/A

ESSENTIAL PRE-EMPLOYMENT REQUIREMENTS

'Australian Permanent Residency' status is a minimum requirement for permanent appointments to the Western Australian Public Sector.

A 100 point identification check will be conducted by the MCB prior to recommendation for appointment.

CERTIFICATION

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

Signature: _____
Chief Executive Officer

Date: _____

Signature: _____
Manager Human Resource and Organisational Development

Date: _____