



JOB DESCRIPTION FORM

Lawyer (Generic)

Legal Services

POSITION DETAILS

Classification Level:	Specified Calling Level 2 or 3
Award/Agreement:	CCC Industrial Agreement 2013 (or subsequent replacements)
Position Status:	Up to 5 year appointment
Organisation Unit:	Legal Services
Responsible To:	Principal Legal Officer - Specified Calling Level 6 or 7

ROLE SPECIFIC RESPONSIBILITIES

The Legal Services Directorate supports the Commission in the performance of its functions under the *Corruption, Crime and Misconduct Act 2003* and other legislation by providing independent advice, representation, training and leadership in relation to all aspects of the Commission's business and operations. Legal Services also manage stakeholder relationships and represents the Commission in external forums.

The **Lawyer** provides legal advice and supports the Legal Services team in the delivery of legal services to the Commission to ensure compliance with the law. The Lawyer:

- Provides high quality legal advice on a broad range of routine legal matters to the Commissioner, Executive and to the Commission.
- Under direction, completes or assists in the preparation of a wide range of factually or legally complex, sensitive or confidential documentation including submissions, reports, correspondence, notices, and operational documents in the delivery of legal services to the Commission.
- Assists in the conduct of or conducts Commission examinations and routine legal proceedings involving or instituted by the Commission, including instructing counsel if required.
- Provides training and support on matters of practice and procedure relevant to the day to day operations of the Commission. With supervision, provides direction and training on matters of law, policy and procedure relevant to the day to day operations of the Commission.
- Contributes to and evaluates Commission policies, procedures, standards and strategies to ensure legal compliance.
- Represents Legal Services in a range of internal and external forums, including committees, conferences, projects and working parties as required.
- Undertakes research for and assists in preparation of parliamentary and Ministerial communication including briefing notes and correspondence as directed.
- Complies with professional, legal and ethical obligations as a Commission officer and officer of the Supreme Court of Western Australia.
- Supports and assists the Senior Lawyer, Principal Legal Officer with legal research, advice and tasks as directed.

ESSENTIAL CAPABILITY REQUIREMENTS

Five core capabilities form part of the Commission's Capability and Leadership Framework. They define the desired behaviours and capabilities required for successful performance at the Commission. Each capability is supported by a set of behavioural indicators which are accessible from the Commission's website.

Applicants will be assessed on the following essential capability requirements and will need to ensure consideration is given to the behavioural indicators relevant to the classification level and within the context of the advertised role.

- Shapes and manages strategy**
 - Anticipates, analyses and evaluates information and displays innovative thinking (SCL2).
 - Anticipates, analyses and manages emerging issues. Develops innovative solutions to complex problems (SCL3).
- Achieves results**
 - Works independently and manages own work deliverables. Proactively collaborates with others to achieve results. Displays a strong work ethic and resilience.
- Builds productive relationships**
 - Proactively builds trust and effectively works with a diverse group of stakeholders (SCL2).
 - Proactively builds trust and effectively collaborates with a diverse group of stakeholders (SCL3).
- Exemplifies personal integrity and self awareness**
 - Displays judgment, initiative and professionalism. Continually develops self and others.
- Communicates and influences effectively**
 - Communicates complex information in a clear manner for the target audience.
- Role Specific**
 - Demonstrates some (SCL2) or considerable (SCL3) experience in at least one of the following areas of practice.
 - (a) Criminal law and evidence
 - (b) Civil procedure
 - (c) Constitutional law or administrative law
 - (d) Commercial law or contract law
 - (e) Industrial relations or employment law
 - or a demonstrable commitment to developing knowledge in these areas (SCL2).
 - Provides quality legal advice, and possess the ability to assist in the conduct of proceedings before courts, tribunals and the Commission.
 - Experience in interpreting and applying legislation. Understanding of the role of the Commission in public sector oversight, and policy development and review

EMPLOYMENT REQUIREMENTS

To be appointed to the position of **Lawyer** you will need to:

- be an Australian citizen or be immediately eligible for Australian Citizenship; and
- undergo and maintain stringent security vetting.

Qualifications: Admission, or eligibility for admission as a practitioner of the Supreme Court of Western Australia.

CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities and capabilities of the position.

Ray Warnes



24 May 2018

CHIEF EXECUTIVE

Signature

Date