



JOB DESCRIPTION FORM

Senior Lawyer (Generic)

Legal Services

POSITION DETAILS

Classification Level:	Specified Calling Level 4 or 5
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
Direct Reports:	Lawyer - Specified Calling Level 2 or 3 Paralegal/Administrative Officer - Level 3

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 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 **Senior Lawyer** provides legal advice and advocacy and supports the Director of Legal Services and Principal Legal Officers in their roles and in the delivery of legal services to the Commission. The Senior Lawyer:

- Provides high quality legal advice and leadership on a broad range of complex and high profile legal matters to the Commissioner, Executive and to the Commission.
- Provides review of, and prepares, a wide range of factually or legally complex, sensitive or confidential documentation including submissions, reports, correspondence, notices, briefs and operational documents in the delivery of legal services to the Commission.
- Conducts and coordinates litigation and legal proceedings involving or instituted by or against the Commission, including appearing as Counsel at Commission examinations and in courts and tribunals, including instructing counsel if required.
- Provides leadership and supervision to legal officers to ensure a high quality delivery of legal services, and direction and training on matters of law, policy, practice and procedure relevant to the day to day operations of the Commission.
- Contributes to, and reviews, the formulation of policies, standards and strategies required by the Commission to ensure legal compliance.
- Represents the Commission/Legal Services in a range of internal and external forums including committees, conferences, projects and working parties as required, as well as sustaining effective relationships with internal and external stakeholders.
- Undertakes research and prepares parliamentary and Ministerial communications including cabinet submissions for legislative amendments, briefing notes and correspondence in consultation with internal stakeholders.
- Complies with professional, legal and ethical obligations as a Commission officer and officer of the Supreme Court of Western Australia.

- Supports and assists the Principal Legal Officer and Director Legal Services with legal matters 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 manages emerging issues (SCL4) to optimise performance (SCL5). Develops (SCL4) and leads in developing (SCL5) innovative solutions to complex problems.
- Achieves results**
- Works independently and manages individual and team work deliverables, as required. Proactively collaborates with others to achieve results. Displays a strong work ethic and resilience (SCL4).
 - Effectively manages and leads team and organisational work deliverables, as required. Role models collaborative behaviour and displays a strong work ethic and resilience (SCL5).
- Builds productive relationships**
- Proactively builds trust and effectively collaborates and maintains relationships with a diverse group of stakeholders (SCL4).
 - Builds and sustains relationships and trust with internal stakeholders and a broad network of external stakeholders to achieve mutually beneficial outcomes (SCL5).
- Exemplifies personal integrity and self awareness**
- Displays (SCL4) and role models (SCL5) judgement, initiative and professionalism and encourages these standards in others. Continually develops self and others.
- Communicates and influences effectively**
- Communicates complex information in a clear and compelling manner for the target audience (SCL4).
 - Communicates complex information in a clear, articulate and compelling manner to engage and influence stakeholders (SCL5).
- Role Specific**
- Demonstrates considerable (SCL4) or substantial (SCL5) 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 lawor a demonstrable commitment to developing knowledge in these areas (SCL4).
 - 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 **Senior 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