



Government of **Western Australia**
Department of **Justice**

Job Description Form

013556 Senior Legal Services Officer

Legal and Legislative Services Branch

POSITION DETAILS

Classification Level: 6
Award/Agreement: PSA 1992 / PSGOGA 2014
Position Status: Permanent
Organisation Unit: Corporate Support Division, Knowledge, Information & Technology Directorate
Physical Location: Perth CBD

REPORTING RELATIONSHIPS

Responsible to: 013537 Principal Information Officer - Level 7

THIS POSITION: 013556 Senior Legal Services Officer - Level 6

Direct reports: Legal Services Officer - Level 5

OVERVIEW OF THE POSITION

The Legal and Legislative Services Branch is responsible for the review and development of legislation and provision of knowledge, expertise and advice on legal and legislative matters ensuring that the Department operates within a robust legislative framework and is able to meet its legal obligations.

The Senior Legal Services Officer provides assistance and support to the Principal Information Officer on the management and release of information to external parties. The position undertakes a research and analysis role to assist with the development of protocols for the exchange of information with other Departments and release of information under the *Freedom of Information Act 1992*.

The Senior Legal Services Officer will provide advice as well as prepare the Department's responses to a range of complex legal matters involving the Department, in consultation with the Principal Information Officer, the State Solicitor's Office, Coroner's Office and Ombudsman's Office, as required. The position is responsible for the maintenance of the department's central register for legal cases.

JOB DESCRIPTION

As part of the Legal and Legislative Services team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Department's interest on committees and working groups as required.

ROLE SPECIFIC RESPONSIBILITIES

- Provides assistance and support to the Principal Information Officer on the management and release of information to external parties;
 - Consult with the State Solicitor's Office (SSO) on a range of legal matters requiring legal representation and instruct SSO where required; manage a register of cases;
 - Plans, undertakes and manages research and analysis and assist with the development of protocols for the exchange of information with other Departments in accordance with legislation and release of information under the *Freedom of Information Act 1992*.
 - Provide advice and support on a range of complex legal cases and court actions; ensure responses to legal actions involving the Department; including writs, Summons/Subpoena Notices to Produce, and all other court orders for the production of records and documents and non-routine applications to court;
 - Process applications for document requests under the FOI Act; including the decision making process;
 - Develop policies and processes in relation to the release of information and documents to external stakeholders; and
 - Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.
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JOB RELATED REQUIREMENTS

In the context of the role specific responsibilities of this position, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, scan the environment to monitor priorities and keep self and other stakeholders informed on critical factors and issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

Achieve Results

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, able to determine appropriate actions despite a lack of clarity, a focus on quality, adherence to current procedures and managing projects to completion within a set timeframe are fundamental to this role.

Builds Productive Relationships

The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated; high level of personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

Communicates and Influences Effectively

A demonstrated ability to present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

Role Specific Criteria

- Knowledge of legal and court processes.
- Experience in the interpretation and development of legislation as it relates to information management and release, confidentiality and privacy.

SPECIAL REQUIREMENTS/EQUIPMENT

Nil

CERTIFICATION

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

COMMISSIONER

Signature: _____ Date: _____

HR CERTIFICATION DATE: _____