



Job Description Form

Legal Officer

Position Details

Position Number:	011037
Classification:	Specified Calling Level 3
Award / Agreement:	PSA 1992 / PSGOCSAGA 2017
Organisational Unit:	Policy and Service Design/Royal Commission
Location:	East Perth
Classification Evaluation Date:	
JDF Review Date:	June 2019

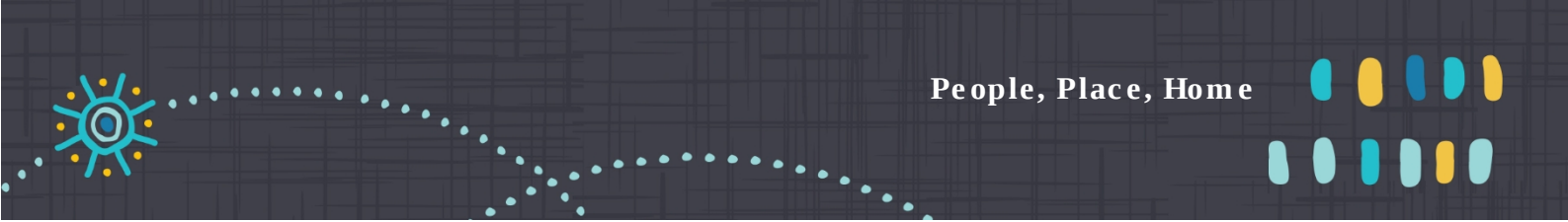
Reporting Relationships

This position reports to:

Senior Legal Officer, Specified Calling Level 5

This position has the following subordinates:

This position has no subordinates.



About the Department

The Department of Communities' mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department's direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department's functions and services include disability services; child protection and family support; social and affordable housing; community initiatives and remote regional services reform.

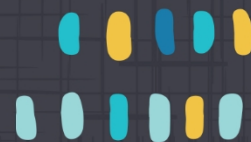
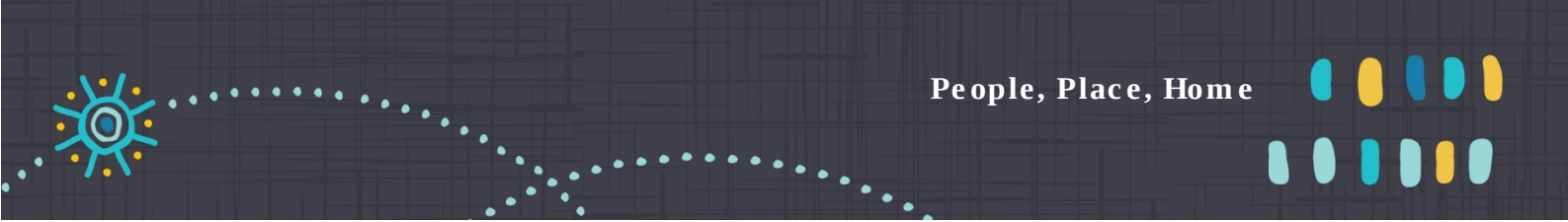
The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

Role Statement

The **Legal Officer** is responsible for:

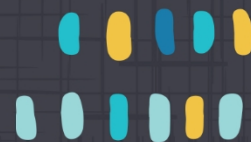
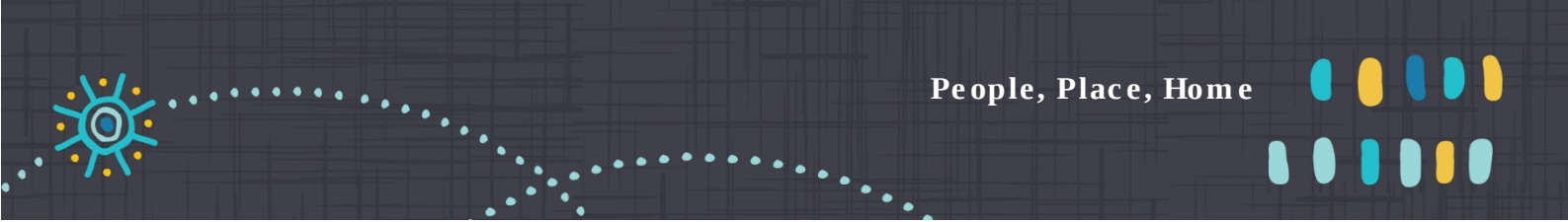
- Operating with relative autonomy, initiative and judgement and providing legal advice on moderately complex and sensitive matters while exercising professional judgement on behalf of the Department.
- Undertaking legal research, assisting in the preparation of documents and carrying out other tasks in connection with legislative reviews, the development of legislation and the parliamentary process



Duties and Responsibilities

This position operates with relative autonomy, initiative and judgement:

1. Provides legal advice on moderately complex and sensitive legal matters and exercises professional judgement.
2. Undertakes legal research, assists in the preparation of documents and carries out other tasks in connection with legislative reviews, the development of legislation and the parliamentary process
3. Provides legal advice on the interpretation and application of relevant legislation while using initiative and professional judgement.
4. Undertakes legal tasks on behalf of the Department that are sensitive in nature.
5. Researches, prepares, and gives advice on legal documentation on behalf of the Department.
6. Undertakes high level liaison and consultation with key stakeholders including legal professionals, solicitors, barristers, Departmental employees, Director General and the Minister's Office on moderately complex legal matters.
7. Contributes to the development and formulation of policies, standards and strategies required by the Department to ensure compliance to appropriate legal requirements.
8. Develops the capacity to deal effectively with situations that cause strong emotions in a resilient way while maintaining professionalism and communicating appropriately and effectively at all times.
9. Contributes and provides input to the development and achievement of Departmental and Branch business plans.
10. Represents the Department on appropriate committees, conferences and working parties as requested.
11. Works effectively as a member of a Legal Services team, including providing support to more Junior Legal Officers.
12. Other duties as requested.



Essential Work-Related Requirements (Selection Criteria)

1. A degree in law and admitted to practice in the Supreme Court of Western Australia or Legal Practitioner from outside the State whose qualifications for admission in Western Australia have been approved by the Legal Practice Board of Western Australia.
2. Moderate experience within a legal practice and demonstrated capacity for child protection, family law and general legal claims.
3. Highly developed communication skills including oral, written and interpersonal skills and the ability to liaise and negotiate with individuals in a variety of contexts.
4. Demonstrated ability to work under pressure and to plan, prioritise and organise workloads to meet strict timeframes.
5. Demonstrated knowledge and experience in the interpretation of relevant legislation, standards, codes and guidelines.

Essential Eligibility Requirements / Special Requirements

1. Appointment is subject to a satisfactory National Police Clearance.
2. Departmental Record Check
3. Current 'C or A' class driver's licence

HR Registration

13 June 2019