



## Job Description

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|-------------------------|-------------------------|------------------------|----------------------------|
| <b>Position Title:</b>  | Senior Legal Officer    | <b>Classification:</b> | Specified Calling L3       |
| <b>Position Number:</b> | MP090035                | <b>Location:</b>       | Mineral House - East Perth |
| <b>Division/Group:</b>  | Service Delivery        | <b>Supervises:</b>     | 0                          |
| <b>Branch/Section:</b>  | Legal Services Branch B | <b>Reports to:</b>     | Assistant General Counsel  |

### Operational Context

Within the Service Delivery Group, the Legal Services Directorate is responsible for providing legal advice to the Department that is accurate, timely and solution focussed. The Legal Services Directorate is also responsible for the conduct of litigation, including prosecution of offences and disciplinary proceedings under legislation administered by the Department.

### Role Overview

This position provides legal opinions and advice on all Departmental legal issues and contributes to the drafting of legislation in close consultation with stakeholders, in line with the Division's strategic direction and Government policies.

### Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- Provides strategic and tactical legal opinions and advice on Departmental legal issues, including providing advice regarding risk exposure, the interpretation of legislation, case law and legal documentation.
- Consults and negotiates with key internal and external stakeholders about legal and policy issues relevant to the Department and prepares appropriate legal documentation.
- Represents the Department and provides high level advice to various forums, committees and working groups.
- Requests advice from the State Solicitor's Office on high level legal issues and liaises with the State Solicitor's Office to ensure that high quality legal advice is provided to the Department.
- Contributes to the drafting of State legislation in close consultation with Departmental stakeholders and in line with the Department's strategic direction and policies.
- Conducts research and analysis of strategic issues to identify trends and outcomes that contribute to the Department's legislative and policy development.

### Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to or responsible for the achievement of corporate objectives through effective management by ensuring that stakeholders are dealt with in a professional and timely manner.
- Builds productive working relationships with community stakeholders to ensure effective community engagement, provide opportunities to input on policy and to facilitate agreement of mutually beneficial solutions.
- Provides effective leadership within corporate policies and procedures, acts with integrity and ensures staff demonstrate ethical behaviours aligned with the Department Code of Conduct.
- Performs other roles/tasks as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all provisions of the Occupational Safety and Health Act 1984.

### What is required in this role?

(The following outlines what experience and qualifications are required to fulfil this role)

- 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.
- Demonstrated experience in areas of law relevant to government practice and/or the resources industry.

- Demonstrated experience in the provision of timely and high quality legal advice.
- Demonstrated knowledge of the legislation-making process.

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### ***Capabilities Required***

(The following outlines the behaviours required to be demonstrated to perform this role)

- Presents messages confidently and selects the appropriate medium for conveying information to the audience's level of knowledge, skill and experience.
- Commits to meeting objectives, identifies and implements appropriate risk strategies and follows up to finalise work.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Actively listens to staff, colleagues, clients and stakeholders, involves and recognises others' contributions.

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### ***What are the Job reporting relationships?***

This position reports to: Assistant General Counsel

Supervisor Position No: MP120078      Classification: SCL5

#### **Positions reporting to this Job:**

This position has no direct reports

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### ***What are the pre-employment requirements for this Job?***

- This position has been identified with a potential for Conflict of Interest
- National Police Clearance

#### **Approved Date**

22-AUG-2019