



## Job Description

<b>Position Title:</b>	Senior Legal Officer	<b>Classification:</b>	Specified Calling L4
<b>Position Number:</b>	MIS19283	<b>Location:</b>	Cannington
<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

Senior Legal Officers provide legal opinions and advice to the Department on legal issues, predominantly concerning criminal law and evidence related to safety investigations and appear as counsel for the Department, including as lead counsel in significant hearings and trials before courts and tribunals.

### Role Responsibilities

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

- Provides strategic and tactical legal advice on complex legal issues relating to complex prosecutions.
- Interprets legislation and advises in relation to statutory powers and appropriate use of enforcement action that is in the public interest.
- Consults and negotiates with key stakeholders on legal and policy matters, with an emphasis on prosecution advice.
- Represents the Department as part of relevant groups, committees, working parties and public forums.
- Briefs and instructs the State Solicitor's Office.
- With minimal supervision, conducts complex safety prosecutions and acts as counsel before tribunals in relation to administrative law matters.
- Where appropriate, assist the Deputy General Counsel and Assistant General Counsels in the management and development of the team.
- Assists in the coaching, educating and mentoring of less experienced lawyers/legal officers in all aspects of legal practice and contributes to the development of the prosecution team to meet changing business needs.
- Works collaboratively with the State Solicitor's Office to obtain legal advice when required.
- Conducts research and analysis of strategic issues to identify trends and outcomes that contribute to policy and legislative development.
- Drafts policy and guidelines to assist the Department to meet its statutory obligations and conduct its business in accordance with government policy and legal requirements.
- Under direction, reviews processes, policy, templates and investigative powers and methodology.

### 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

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### ***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 court appearances, processes and procedures.
- Demonstrated experience in providing high level legal advice on a broad range of complex legal matters.

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### ***Capabilities Required***

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

- Demonstrates appropriate leadership behaviour, takes responsibility, promotes accountability and motivates others.
- Consults and shares information to ensure others are kept informed of issues. Involves people, encourages them and recognises their contribution.
- Adheres to and promotes the public sector values and Code of Conduct and acts with the utmost integrity and professionalism.
- Values specialist expertise and capitalises on the expert knowledge and skills of others. Contributes own expertise to achieve outcomes for the business unit.
- Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity.
- Builds and sustains effective and productive relationships and partnerships with a network of key people internally and with external stakeholders. Anticipates and is responsive to internal and external client needs.

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

This position reports to: Assistant General Counsel

Supervisor Position No: 00016379

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