

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers CSA General Agreement 2017 or as replaced	
Division: Professional Standards and Conduct Branch: Legal Services	Effective Date of Document 29 October 2018	

THIS POSITION	
Title:	Legal Process Officer
Classification:	Level 3
Position No:	00024072
Positions under direct responsibility: Nil	

REPORTING RELATIONSHIPS		
TITLE:	Executive Director, Professional Standards and Conduct	
LEVEL:	Class 2	
POSITION NUMBER:	00025506	
TITLE:	Manager, Legal Services	
LEVEL:	Specified Calling Level 5	
POSITION NUMBER:	00019272	
This position and the positions of:		
Title	Classification	Position Number
Senior Legal Officer	Specified Calling Level 4	00025054
Senior Policy Analyst	Level 6	00019308
Coordinator Legal Process	Level 5	00025055
Legal Process Officer	Level 3	00024072

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Legal Process Officer	Level 3	00024072	29 October 2018

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/>.

Legal Services provides advice to the Department on legal and legislation matters. The Branch deals with, and on behalf of the Department, provides advice about, sensitive legal issues, employment matters, complaints, administrative law, legislation, insurance and claims against the Department, contractual matters and various other matters affecting the operation, governance and legal rights of the Department.

ROLE

The Legal Process Officer:

- provides high-level secretarial and administrative support to the Manager and other senior Legal Service officers
- administers and monitors the Legal Service's budget, including paying accounts, purchasing and producing monthly financial reports
- records and processes summons and subpoenas for the Department, ensures proper compliance and extracts reports on subpoenas and summons
- undertakes research, including discovery and preparation of documents for legal and parliamentary proceedings
- triages provision of legal advice to Principals and Department officers
- liaises with various courts of Western Australia, Department staff, other agencies, issuing solicitors and the State Solicitor's Office about legal processes.

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OUTCOMES

1. Effective support is provided to the Manager and senior staff in a timely and efficient manner.
2. General enquiries, requests for preparation of legal documents and correspondence are responded to effectively.
3. Subpoenas, court orders and other legal processes, including liaison with Department staff, other agencies, external solicitors and courts, are complied with in a timely and efficient manner.
4. Statistical data relating to subpoenas and summons is maintained and reports extracted as required.
5. Office systems and databases are maintained in a timely and efficient manner.
6. Payment of accounts, purchasing, expenditure monitoring and assistance with the budget and financial reports is completed within established timeframes

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcome in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcome of this position.

1. Demonstrated knowledge and experience in the effective delivery of secretarial and administrative support services in a legal environment, including word processing, audio transcription, spreadsheets and databases.
2. Demonstrated knowledge of legal terminology and processes, including managing summons and subpoenas, and liaising with issuing solicitors and the Courts.
3. Demonstrated well developed verbal and written communication and interpersonal skills, including the ability to liaise and work effectively in a team environment.
4. Demonstrated initiative and organisational skills, including the ability to work independently, identify priorities and meet deadlines.

ELIGIBILITY

Employees will be required to obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

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CERTIFICATION

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

ENDORSED

DATE 29 October 2018
TRIM REF # D18/0496443