

**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 6 Dec 2018	

THIS POSITION	
Title:	Legal Process Officer, Historical Sexual Abuse Redress
Classification:	Level 3
Position No:	00039271
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
Senior Investigator, HSA Claims	Level 6	00038692
Senior Investigator, HSA Redress	Level 6	TBA
Coordinator Legal Process	Level 5	00025055
Research and Support Officer	Level 4	00038693
Legal Process Officer	Level 3	00024072
Legal Secretary	Level 2	00038660

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Legal Process Officer, HSA Redress	Level 3	00039271	6 Dec 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. The Branch also has established a team in response to changes emanating from the Federal Royal Commission into Institutional Responses to Child Sexual Abuse and the amending of State legislation to provide compensation for historical sexual abuse.

ROLE

The Legal Process Officer, Historical Sexual Abuse (HSA) Redress:

- provides high-level secretarial and administrative support to the Manager and other senior Legal Service officers
- administers and monitors HSA redress claims and matters, pays accounts, and produces monthly financial reports in relation to HSA redress claims and matters
- records and processes documents relating to HSA and redress claims and matters
- undertakes research, including discovery and preparation of documents for HSA claims and redress claims' proceedings
- triages provision of legal requests about HSA and redress claims
- liaises with courts, Department staff, other agencies, solicitors and the State Solicitor's Office about HSA claims and redress matters.

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OUTCOMES

1. Effective support is provided to the Manager and senior staff in a timely and efficient manner in relation to HSA redress claims and matters.
2. General enquiries, requests for preparation of legal documents and correspondence are responded to effectively concerning HSA redress claims and matters.
3. HSA redress claims, court orders and other legal processes, including liaison with Department staff, other agencies, solicitors and State Solicitor's Office, are complied with in a timely and efficient manner.
4. Statistical data relating to HSA and redress claims is maintained and reports extracted as required.
5. Office systems and databases about HSA redress claims and matters are maintained and updated in a timely and efficient manner.
6. Payment of accounts, purchasing, expenditure monitoring and assistance with the budget and financial reports in relation to all HSA and redress claims 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 6 Dec 2018
TRIM REF # D18/0549295