



Assistant General Counsel - Specified Calling L5 (MIS19297)

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| Group: | Service Delivery | Location: | Cannington |
| Division/Directorate: | Legal Services | Supervises: | 0 |
| Branch: | Legal Services Branch B | Reports to: | Deputy General Counsel |
| Section: | NA | | |

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

Your opportunity is to work as part of Legal Services Branch B within the Legal Services Directorate, providing strategic and operational legal services to the WorkSafe Western Australia Commissioner and the WorkSafe operational directorates of the Safety Regulation Group for the purpose of helping to ensure that workplaces in Western Australia are free of work-related death, injury and disease,

Role Responsibilities

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

- Conduct legal proceedings on behalf of the WorkSafe Western Australia Commissioner, as instructing solicitor and as counsel. The legal proceedings will predominantly be criminal prosecutions concerned with offences against the Occupational Safety and Health Act 1984 (WA) and its regulations. Examples of other proceedings include appeals to the Supreme Court, hearings by the Occupational Safety and Health Tribunal, reviews by the Information Commissioner, and Coronial Inquests.
- Provide legal advice to the WorkSafe Western Australia Commissioner, senior executives, inspectors, investigators and other officers dealing with occupational health and safety matters, in relation to a wide range of legal matters. There will be a particular focus on providing advice to support inspection and investigation activities, including advice on evidence collection, the exercise of statutory powers, statutory interpretation and jurisdictional issues
- Establish and maintain effective internal and external networks and relationships to ensure that legal services are integrated productively with other parts of the organisation, and keep abreast of new and emerging legal issues and trends. Examples of internal and external networks include departmental investigators, inspectors and policy officers (internal) and the State Solicitor's Office and the WA Coroner's office (external).
- Identify and develop opportunities to enhance the effectiveness of Legal Services Branch B and the broader Legal Services Directorate and also the effectiveness of investigators and inspectors. Examples of activities include providing training on emerging legal issues and the impact of policy changes on legal and regulatory practices.

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.

Role specific requirements

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

- Bachelor of Laws Degree or equivalent and admitted or eligible to be admitted to practise in Western Australia with substantial relevant post admission experience.
- Experience providing well researched and practical legal advice on a range of complex legal issues.
- Experience instructing and appearing as counsel in proceedings that include criminal proceedings.

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.
- Fosters teamwork and rewards cooperative and collaborative behaviour. Resolves conflict using appropriate strategies.
- Adheres to and promotes the public sector values and Code of Conduct and acts with the utmost integrity and professionalism.
- Builds teams with complementary skills and allocates resources in a manner that delivers results.
- Encourages and motivates people to engage in continuous learning. Deals with under-performance promptly.

This position reports to:

Deputy General Counsel

Position No: 00016328

Classification: SCL6

Positions reporting to this Role:

This position has no direct reports

Pre-employment requirements and further assessments that may be undertaken

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

Approved Date

23-SEP-2020