



Job Description Form

021000, 021001, 021002 Counsel Assisting

Coroner's Court

Position details

Classification Level: Level 6SC

Award/Agreement: PSA 1992 / Public Sector CSA Agreement 2019

Position Status: Permanent

Organisation Unit: Court and Tribunal Services

Physical Location: Perth CBD

Reporting relationships

Responsible to: 020999 Principal Registrar – Level 7SC

This position: 021000, 021001, 021002 Counsel Assisting - Level 6SC

Direct reports: NIL

Overview of the position

The Magistrates Court & Tribunals is accountable for:

Output 1: Judiciary and Judicial Support

Output 2: Case Processing

Output 3: Enforcement of criminal and civil court orders

Output 4: Enhance Aboriginal services throughout the state

The Counsel Assisting primarily assists the coroners with the preparation, management and conduct of Inquest hearings. Counsel Assisting plays a key role in the maintenance of stakeholder relationships, both internal and external, and contributes to the development of policy and strategic management of the Coroner's Office. A high degree of initiative, judgement and originality in the performance of professional work is required.

Role specific responsibilities

Leadership

- Provides direction and support in relation to the conduct of Inquests.
- Develops effective communication strategies that ensure two-way communications with judicial officers, staff and stakeholders.

Legal Matters

- Conducts and coordinates inquests in the Coroner's Court throughout the State.
- Provides advice on the Coroners Act.
- Prepares briefs and attends to all matters necessary to the holding of inquests.
- Assists with investigations relating to the death of persons held in care.
- Assists with investigations relation to reportable deaths as directed by the coroners.
- Co-ordinates the activities of the Coronial Ethics Committee.
- Liaises with external solicitors/counsel as required.
- Liaises with families of deceased persons about inquest hearings.
- Identifies and obtains evidence from suitably qualified expert witnesses.

Planning

- Contributes to the planning, development, and implementation of strategies for the Coroner's Office
- Contributes to the development of operational plans, policies and strategies to achieve the objectives.
- Participates in the planning, development and implementation of office practice and procedures and guidelines.

Policy & Advice

- Contributes to Coroner's Office policy and provide advice on operational matters for the Coroner
- Prepares responses to Parliamentary Questions and to enquiries from the Minister etc.
- Provides advice to Government on reform of laws relevant to the Coroner's Office as required.
- Provides advice on matters involving the interpretation and application of statute law and common law.

Stakeholder Relationships

- Represents the Coroner at appropriate internal or external forums.
- Develops relationships and liaises and communicates with key stakeholder's particularly forensic pathologists, investigators, toxicologists and health professionals.

Information and Knowledge Management

- Contributes to information and knowledge management for the Coroner.
- Ensures that policies, procedures and delegations are compliant with legislation, appropriately documented and disseminated.

Service Delivery

- Ensures the efficient and cost effective delivery of services to internal and external clients.

Cultural Change

- Contributes to and implements strategies to achieve a positive and innovative organisational change.

Continuous Improvement

- Contributes and implements continuous improvement strategies for the Coroner's Office.
- Maintains professional competence and knowledge and apply this expertise in research and the provision of advice, problem resolution and professional development.

Job related requirements

The following work related requirements may be assessed at different stages of the selection process.

ESSENTIAL SKILLS

Communication

- The ability to effectively translate ideas, concepts and information into either written or verbal form and negotiate to achieve positive outcomes.

Leadership

- The ability to create an inspiring, relevant vision for Counsel Assisting and assume an important role in creating a vision for the Coroner's Office.
- The ability to influence others to take ownership, exercising judgment in decision-making to achieve the corporate goals and outcomes of the Coroner's Office.

Legal research, analytical and problem solving skills

- The ability to relate and compare data from different sources, identifying issues, securing relevant information, and identifying relationships to achieve successful outcomes.

Time management and organisational

- The ability to prioritise, organise and complete work within set timeframes.

Team work

- The ability to participate in teams to achieve positive outcomes.

Interpretation

- The ability to interpret and apply legislation.

Stakeholder relationships

- The ability to create, maintain and enhance relationships with clients, staff, stakeholder agencies and private organisations through constructive interaction in order to achieve work goals.

Technical skills

- Knowledge of litigation processes and court procedures.
- Knowledge of and experience in drafting of legal documents.
- The ability to handle matters of complexity without the need for direction or supervision.
- The ability to demonstrate considerable professional judgement.
- The ability to act as counsel in the Coroner's Court to a high standard.

Knowledge

- Knowledge of legislation relevant to the operations of the Coroner's Office.
- Knowledge and understanding of the Coroners Act and other legislation.
- Knowledge and understanding of investigation techniques.
- Knowledge and understanding of medical and technical terminology and practice.

Qualifications

- Legal practitioner admitted or eligible for admission to practice in Western Australia.
- Experience as counsel in courts and tribunals.
- Competence in reviewing briefs and ensuring matters are adequately investigated.

Special requirements/equipment

State allowances and conditions applicable.

Certification

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

Dr A. Tomison
Director General

Signature: _____ Date: 08/09/2020

HR certification date: 08/09/2020