

JOB ROLE STATEMENT

LEGAL AND PROJECT CO-ORDINATOR LEVEL 5

DIRECTORATE FINANCE AND COMMERCIAL SERVICES
BRANCH LEGAL AND COMMERCIAL SERVICES

POSITION NO P0056959 / P0070461

KEY RESPONSIBILITIES

Co-ordinate the provision of legal services and undertake research projects related to legal, corporate governance and commercial policy matters and improvements. Co-ordinate the management of the Corporate Risk Management Framework (CRMF). Co-ordinate the Corporate Freedom of Information (FOI) process.

KEY DELIVERIES

Legal Services

- Provide specialised guidance and assistance to internal stakeholders on sensitive matters of a legal nature based on advice given by legal providers.
- Undertake specialised research within the scope of the role.
- Co-ordinate the preparation and review of legal documents and commercial agreements.
- Co-ordinate the preparation and review of correspondence and reports of a legal or commercial nature.
- Co-ordinate the provision of legal advice obtained from the State Solicitor's Office (SSO) and contracted law firms.
- Provide specialist support and assistance with amendments to the *Main Roads Act 1930* and other relevant legislation and regulations.
- Co-ordinate other general legal matters.

Project Management

- Identify, recommend and implement corporate policy improvements and associated delivery of project work.
- Undertake policy research on legal governance and commercial policy matters, including (but not limited to) legal, commercial, risk management and corporate governance.
- Identify opportunities for improvements to corporate policy by undertaking business analysis, developing business cases, facilitating presentations and engaging with stakeholders to gain their endorsement.
- Co-ordinate the implementation of endorsed improvements utilising project plans, communication plans and other project management tools.

Risk Management

- Co-ordinate the management of CRMF.
- Prepare risk management reports for strategic and operational management decisions.
- Maintain and apply up to date knowledge of risk management developments and issues across the private and public sector.
- Prepare and facilitate risk management education to managers and staff.
- Provide specialist support to managers and other staff with all aspects of corporate risk management.
- Liaise with Main Roads business units on all aspects of corporate risk management and provide specialist support for risk based decision-making.

Freedom of Information

- Co-ordinate FOI process including undertaking of document searches and assessments, preparation of Notices of Decision, 3rd party consultation and liaising with FOI applicants.

Stakeholder Relationships

- Liaise and collaborate with key stakeholders, including: RiskCover, State Solicitor's Office, Corruption and Crime Commission, the Ombudsman's Office, contractors, law firms, investigative and oversight agencies, and members of the public.
- Build and maintain professional working relationships with other internal and external stakeholders.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL
LEGAL AND COMMERCIAL SERVICES MANAGER

LEVEL 7

POSITION NO
P0063263

LEGAL AND PROJECT CO-ORDINATOR LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	
TOTAL			

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

- Considerable skill, knowledge and experience in:
 - provision of legal and commercial services in a large and complex organisation
 - developing and implementing an organisation’s commercial and risk governance frameworks
 - risk management principles and practice
 - building and enhancing stakeholder relationships
 - facilitating workshops and delivering presentations
- Knowledge of:
 - and understanding the current Public Interest Disclosure (PID) Act and the Freedom of Information (FOI) Act
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

DESIRABLE:

- A Diploma in Legal Services.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 20/5/20

BRANCH/SECTION HEAD

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

SIGNATURE  DATE 14/04/2020

EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 20/5/20

MANAGER HR BUSINESS