

JOB ROLE STATEMENT

PROJECT AND LEGAL SERVICES OFFICER LEVEL 4

DIRECTORATE FINANCE AND COMMERCIAL SERVICES
BRANCH LEGAL AND COMMERCIAL SERVICES **POSITION NO** VARIOUS

KEY RESPONSIBILITIES

Contribute to the development and management of the Corporate Risk Management Framework. Participate in the activities relating to management and mitigation of fraud and corruption. Facilitate legal and commercial document revision and legal advice.

KEY DELIVERIES

Risk Management

- Contribute to the development and management of the Corporate Risk Management framework.
- Undertake selected research and project management on legal and commercial policy matters, including (but not limited to) risk management, corporate governance, fraud and corruption and business continuity.
- Participate in the preparation of 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.
- Participate in the preparation and facilitation of risk management education sessions for managers and staff.
- Liaise with Main Roads business units on all aspects of corporate risk management and provide initial support for risk based decision making.
- Undertake other corporate policy and project work.

Corporate Integrity

- Contribute to Main Roads' Fraud and Corruption Framework including staff education and awareness programs to minimise the incidence of fraud and corruption.
- Contribute to the identification, reporting and targeting of special risk and alleged misconduct, conflict of interest and fraud and provide initial support to mitigate risks, as appropriate.
- Facilitate the investigation of internal matters of corporate integrity as reported under the *Public Interest Disclosure (PID) Act 2003*.
- Participate in responses to investigations undertaken by the Corruption and Crime Commission (CCC), the Ombudsman and other oversight agencies.

Legal Services

- Provide initial guidance and assistance to internal stakeholders on sensitive matters of a legal nature based on advice given by legal providers.
- Undertake selected research in collaboration with the Corporate Risk and Legal Services Co-ordinator.
- Prepare legal documents and commercial agreements.
- Prepare correspondence and reports of a legal or commercial nature.
- Provide advice obtained from the State Solicitor's Office (SSO) and contracted law firms to internal stakeholders.
- Participate in other general legal matters, as requested.

Stakeholder Relationships

- Liaise with key stakeholders as required, including RiskCover, SSO, CCC, 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 (SH&W) 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	POSITION NO
LEGAL AND COMMERCIAL SERVICES MANAGER	LEVEL 7 P0063263

PROJECT AND LEGAL SERVICES OFFICER LEVEL 4

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:


- Sound skill, knowledge and experience in:
 - implementing of governance frameworks
 - building and enhancing stakeholder relationships
 - preparing and delivering programs and presentations
 - legal research, investigation and briefings
 - written communication, report writing
- Knowledge of:
 - and understanding the current Public Interest Disclosure (PID) Act
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

DESIRABLE:

- A Diploma in Legal Services.

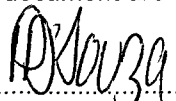
CERTIFICATION

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

SIGNATURE  DATE 11/10/21

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 15/10/2021

EXECUTIVE DIRECTOR

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

SIGNATURE  DATE 15/10/21

MANAGER HR BUSINESS