



Job Description Form

Department of Justice Purpose

To provide high quality and accessible justice, legal, registry, guardianship & trustee services that meet the needs of the community and government.

Position Title Legal Research Officer		
Effective Date April 2020	Position Number 001191	Level 4 GOSGA
Division Court & Tribunal Services	Directorate Higher Courts	Branch District Court of Western Australia

Divisional Outcomes

To provide modern, responsive and affordable court, tribunal and other services that meet the needs of the community and judiciary.

Directorate Outputs

1. Judiciary and judicial support.
2. Case processing.

Branch Outputs

1. Judiciary and judicial support.
2. Case processing.

Role Of This Position

Under the direction of the Chief Judge of the District Court of Western Australia, undertakes legal research for the preparation of correspondence, speeches, papers and reports.

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Responsibilities Of This Position

RESEARCH AND ANALYSIS

Under direction by the Chief Judge, assists in researching cases, points of law and other legal and para-legal research as required.

Prepares reports, commentaries, papers etc on legal or para-legal matters as directed.

Prepares briefing notes and speeches as directed.

SERVICE DELIVERY

Provides assistance to other judges within the court as directed.

INFORMATION AND KNOWLEDGE MANAGEMENT

Assists in the maintenance of an effective information management system for the Chief Judge.
Provides assistance and advice to the Chief Judge on information sources and research tools.

PLANNING

Assists in the development of project management plans.

TEAM WORK

Participates constructively and positively within teams to achieve tasks.

POLICY AND PROCEDURES

Follows workplace policies and procedures to achieve outcomes.

CULTURAL CHANGE

Participates within and contributes to a positive and innovative workplace environment.

CONTINUOUS IMPROVEMENT

Participates in the identification of and applies opportunities for continuous improvement within the team.

CORPORATE CITIZENSHIP

Demonstrate high standards and practice of ethical conduct and behaviour as required under the Department's frameworks of Code of Conduct and Public Sector Code of Ethics.

Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.

Demonstrate commitment to the legislative obligations set out in the *Occupational Health and Safety Act 1984*.

Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the department's policies and any other direction given for their safety and health in the workplace.

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Work Related Requirements

The work related requirements to be addressed in the application are stated in the Application Package.

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

ESSENTIAL

SKILLS

- Research and analytical
- Time management and organisational
- Communication
- Advanced computing/keyboarding

QUALIFICATION

- Completion of a degree in law.

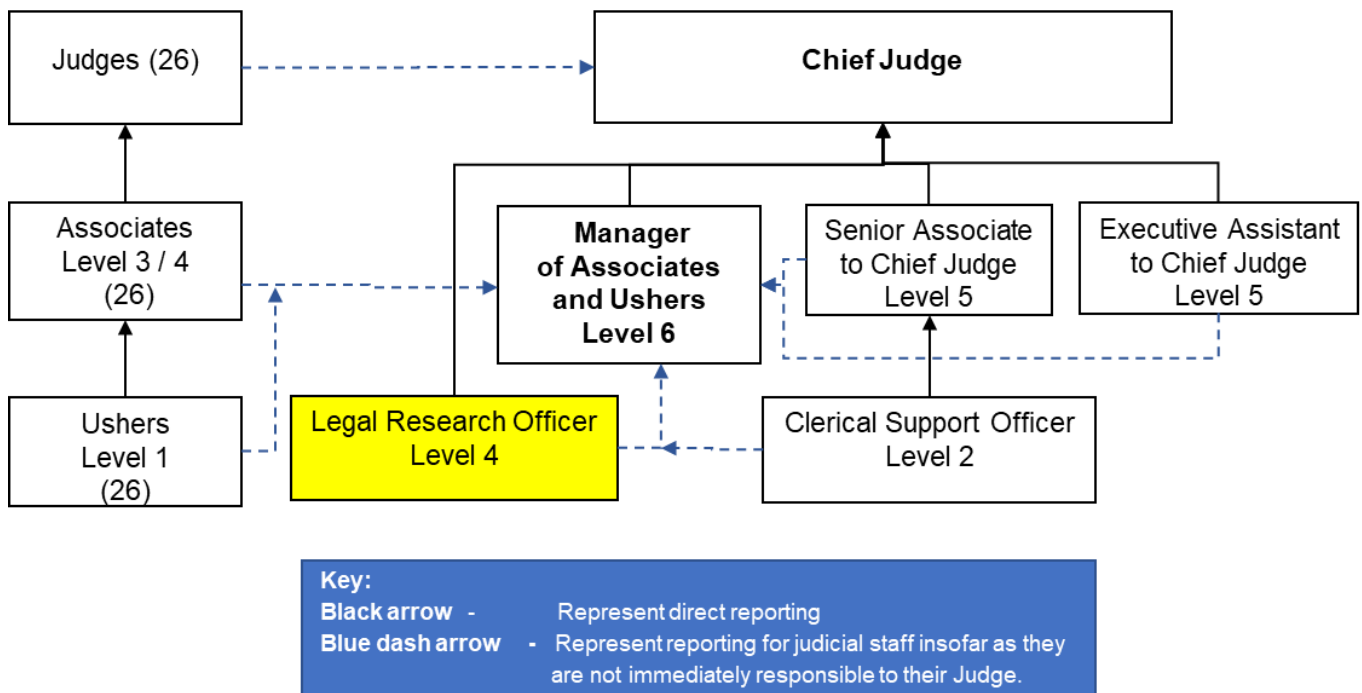
DESIRABLE

- Knowledge of court operations, procedures and protocols.
- Experienced Legal Practitioner

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Reporting Relationships

DISTRICT COURT JUDICIAL STAFF - REPORTING RELATIONSHIP



LOCATION AND ACCOMMODATION	LOCATION Perth CBD
	ACCOMMODATION N/A
ALLOWANCES/SPECIAL CONDITIONS	N/A

Certification

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

DELEGATED AUTHORITY APPROVAL *As per the Human Resource Management Delegations*

Delegated Authorities Name	Su Owen
Signature	
Date	