



## **Position Description**

**Position Title:** Director Legal Services

**Classification Level:** Specified Calling Level 6

**Position Number:** 100549

**Reports to:** Executive Director Corporate Services

**Directorate:** Corporate Services

**Supervises:** TBC

**Branch:** Legal Services

**Location:** Joondalup

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### **Role Overview**

The Director Legal Services provides leadership, direction and management to the Legal Services team within the Department of Water and Environmental Regulation (Department). Reporting to the Executive Director – Corporate Services, the Director Legal Services also provides high level legal counsel and guidance to, and works collaboratively with, the Department’s senior management team to ensure that the Department and the statutory authorities and boards it supports are able to perform their functions efficiently and effectively and achieve their strategic objectives.

This role needs to effectively engage and collaborate with key First Nations stakeholders, government agencies, and partners to deliver respectful and well-informed advice, particularly in the context of Native Title agreements and their application in water and environmental regulation.

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### **Responsible for**

- Managing and coordinating the provision of legal advice and services with respect to the Department’s functions and responsibilities under the legislation which it administers;
  - Managing the provision of freedom of information services;
  - Providing high level and complex legal opinions and drafting complex legal documents;
  - Advising the senior management team on various legal issues, including the statutory requirements of legislation administered by the Department;
  - Conducting and managing litigation on a range of complex matters, including providing strategic legal advice;
  - Providing professional leadership and direction in relation to the provision of legal and freedom of information services to the Department and the statutory authorities and boards it supports;
  - Managing the legal team resources (including human, financial, technological and physical) to ensure that high quality legal services are provided to all areas of the Department in an efficient and effective manner;
  - Maintaining and managing the relationship and flow of work between the Department and the State Solicitor’s Office;
  - Developing the capability of the legal and FOI teams, including by supporting continuous learning and professional development;
  - Contributing and developing in-house legal training for officers of the Department;
  - Identifying and implementing legal compliance programs for the Department;
  - Identifying and managing legal risks in contracts, operations and claims;
  - Demonstrating cultural competency by having knowledge and understanding of First Nations culture and history in delivering outcomes;
  - Contributing to the development of policies, standards and strategies prepared by the Department and the statutory authorities and boards it supports;
  - Participating and contributing to the Department’s strategic planning and policy development processes;
  - Promoting the Department’s values and is committed to achieving the Department’s strategic direction;
  - Representing the Department on state and national committees and in negotiations with other government agencies and industries;
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- Applying the guidelines and principles of the Western Australian Public Sector Code of Ethics and the Department's Code of Conduct within a framework of high ethical standards and behaviour;
  - Performing duties in accordance with departmental policies, procedures and relevant public sector legislation;
  - Applying relevant safety procedures/guidelines and equal opportunity principles to work performance;
  - Additional duties as required within the skill and scope of position capabilities and departmental needs.
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### ***Work related requirements***

The following is to be read in the context of the preceding sections of this document.

#### ***Essential***

1. Appropriate tertiary qualifications in law, admitted to practice law in Western Australia (or eligible for immediate admission to practice law in Western Australia).

#### ***Legal Knowledge and Experience***

2. Substantial knowledge and post admission experience (at least 5 years post admission experience) in the provision of high-level legal advice and in interpreting and applying legislation which may include; environmental law, water law, administrative law, statutory interpretation, property law, freedom of information and contract law including substantive knowledge and understanding of Parliamentary and legislative procedures.
3. Demonstrated success at a senior level to exercise professional judgement and effectively influence and negotiate with stakeholders when advising on legally complex and sensitive matters.
4. Advanced technical, conceptual and analytical legal skills and the ability to draft accurate, practical legal advice in short timeframes.

#### ***Leadership and Management***

5. Demonstrated success in leading, supervising and inspiring a multidisciplinary team to achieve high levels of performance and deliver quality outcomes aligned with the Department's objectives.
6. Substantial experience in effectively and confidently communicating and consulting with team members and key stakeholders to negotiate and influence individuals or groups on points of law and provide appropriate strategies to achieve desired outcomes.

#### ***Communication***

7. Provides high-level departmental and cross government legal and policy advice to the Minister, Director General, Corporate Executive and whole of Department.
8. Building and maintaining strong relationships within the Department and with external stakeholder to effectively and sensitively communicate with a diverse audience, including internal management and external stakeholders.
9. Advanced written, oral, interpersonal and negotiation skills, including the ability to effectively communicate complex legal concepts to a diverse range of people.

#### ***Desirable***

10. Post graduate qualifications in law or management.
  11. Knowledge of the Department's portfolio legislation.
  12. Understanding of current environmental and water reform priorities, and industry issues.
  13. Sound knowledge and experience in budget management, human resource management and strategic planning.
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### ***Our Values***



Our values underpin everything we do, they guide the way we conduct our work, how we engage with each other and deliver services to our customers. The ability to demonstrate how you will apply our values is important to us.

### ***Special Equipment/Requirements***

- The ability for independent travel.
- Satisfactory workforce verification check may be required.

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### ***Position Certification***

The details contained in this document are an accurate statement of the position's responsibilities and requirements.