



## Assistant General Counsel - Specified Calling L5 (00016379)

<b>Group:</b>	Safety Regulation	<b>Location:</b>	Mineral House - East Perth
<b>Division/Directorate:</b>	Legal Services	<b>Supervises:</b>	1
<b>Branch:</b>	Legal Services - Safety, Resource and Environmental Regulation	<b>Reports to:</b>	General Counsel - Safety, Resource and Environmental Regulation
<b>Section:</b>	NA		

### Operational Context

Legal Services Division provides advisory, litigation and regulatory prosecution services. This comprehensive legal service is provided to the Minister, statutory office holders and business units connected to the Safety Regulation Group and the Resource and Environmental Regulation Divisions of the Department. By providing legal expertise and insight, the Group has a significant impact upon the safety of Western Australian workplaces and the strength of the Western Australian resource sector.

### Role Overview

Assistant General Counsels hold both a leadership and a legal advice role. This role conducts the most complex and high profile matters with a focus upon workplace safety matters and general corporate legal issues that arise for the Safety Division of the Department. This includes prosecutions and administrative law proceedings on behalf of the WorkSafe Commissioner under the Work Health and Safety Act 2020.

### Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- Advising upon a broad range of complex legal issues that may include administrative law issues, criminal law issues and statutory interpretation of legislation including the Work Health and Safety Act 2020.
- Advising upon the adequacy of briefs of evidence concerning high profile and complex regulatory prosecutions and administrative law proceedings under the Work Health and Safety Act 2020, and conducting resulting proceedings on behalf of the WorkSafe Commissioner.
- Building and maintaining positive and productive relationships across the group, with clients and across government.
- Leading and managing a team of lawyers reporting to the position.
- Assisting the General Counsel to lead and manage the Division.

### Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to or responsible for the achievement of corporate objectives through effective management by ensuring that stakeholders are dealt with in a professional and timely manner.
- Builds productive working relationships with community stakeholders to ensure effective community engagement, provide opportunities to input on policy and to facilitate agreement of mutually beneficial solutions.
- Provides effective leadership within corporate policies and procedures, acts with integrity and ensures staff demonstrate ethical behaviours aligned with the Department Code of Conduct.
- Performs other roles/tasks as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.

### Role specific requirements

(The following outlines what experience and qualifications are required to fulfil this role)

- Bachelor of Laws Degree or equivalent and admitted or eligible to be admitted to practise in Western Australia with substantial relevant post admission experience practising in the areas of litigation, criminal law, regulatory enforcement or another area of law relevant to the role.
- Significant experience analysing complex legal problems and providing legal advice that is well written, accurate and solution focused.
- Strong leadership skills including the ability to analyse and creatively solve complex leadership problems.
- Highly effective written and oral communication skills that are adapted to suit an audience

### Capabilities Required

(The following outlines the behaviours required to be demonstrated to perform this role)

- Demonstrates appropriate leadership behaviour, takes responsibility, promotes accountability and motivates others.
- Fosters teamwork and rewards cooperative and collaborative behaviour. Resolves conflict using appropriate strategies.
- Adheres to and promotes the public sector values and Code of Conduct and acts with the utmost integrity and professionalism.
- Builds teams with complementary skills and allocates resources in a manner that delivers results.
- Encourages and motivates people to engage in continuous learning. Deals with under-performance promptly.

### This position reports to:

General Counsel - Safety, Resource and Environmental Regulation  
Position No: 00016328 Classification: SCL6

### Positions reporting to this Role:

This position has 1 direct report

### Position Conditions:

(The following outlines pre-employment assessments and ongoing conditions and requirements)

- National Police Check

### Approved Date

28-NOV-2022