



# Job Description Form



Community | Compassion | Quality



Integrity | Equity | Curiosity

## Position Title

Position number: 617535

## Legal Services Executive Coordinator

### Division description

The General Counsel is functionally located within the Office of the Chief Executive (CE). The Office of the CE is responsible for providing oversight and coordination of organisational activities including management of executive services, board support, Ministerial liaison, policy, governance, legal and audit functions within the WA Country Health Service (WACHS).

### About the WA Country Health Service

#### Our Strategic Priorities



#### Our Values

##### Community

We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

##### Compassion

We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

##### Quality

We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

##### Integrity

We bring honesty, collaboration and professionalism to everything that we do.

##### Equity

We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

##### Curiosity

We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

#### Our Vision

To be a global leader in rural and remote healthcare.

#### Our Mission

To deliver and advance high quality care for country WA communities.

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## Directorate overview

The Office of the CE is responsible for providing oversight and coordination of organisational activities including management of executive services, board support, Ministerial liaison, policy, governance, legal and audit functions within the WA Country Health Service (WACHS).

Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at [www.wacountry.health.wa.gov.au](http://www.wacountry.health.wa.gov.au).

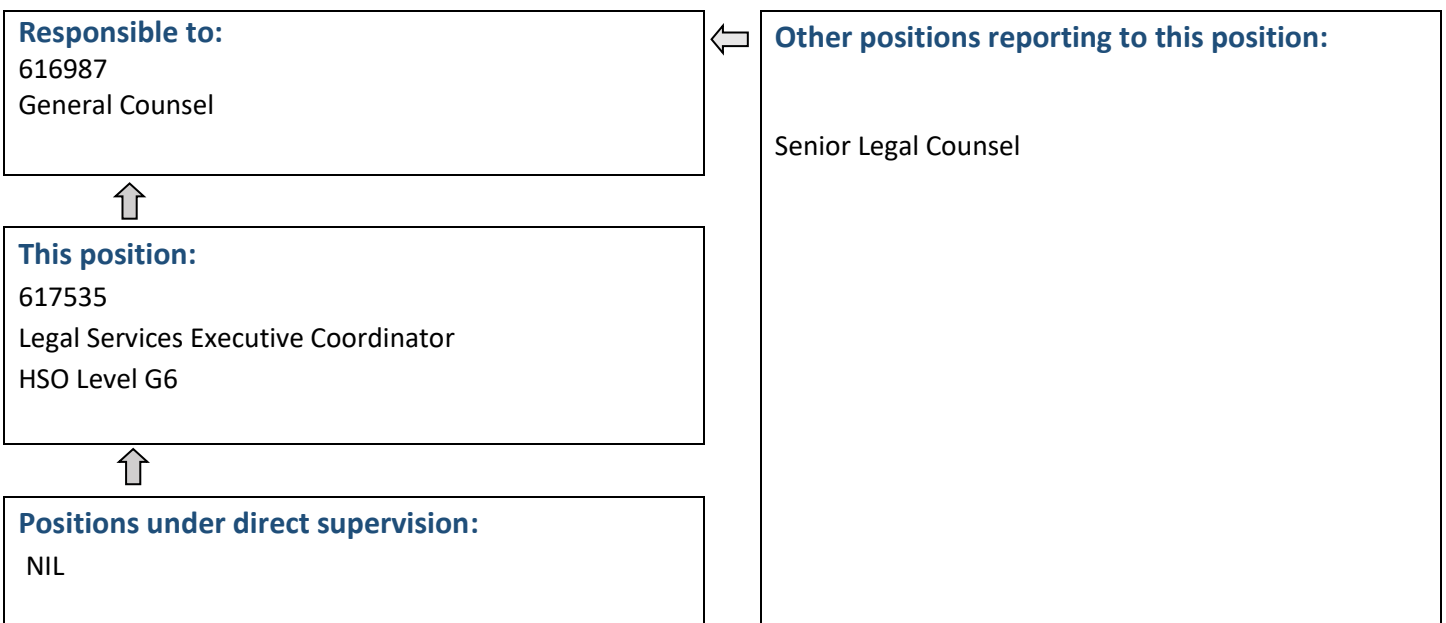
## Position Details

Position Number:	617535	Registration Date:	10 February 2023
Classification:	HSO Level G6	Location:	Central Office
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Office of the Chief Executive		

## Position Overview

This role is responsible for providing executive support to the General Counsel and the legal team and also undertakes a range of legal information management duties.

## Reporting Relationships



## Key Duties/Responsibilities

- Provides executive support to the General Counsel and Legal team, including confidential records and filing system, and preparation of correspondence and other documentation for the General Counsel and WACHS lawyers.
- Provides executive support to the General Counsel including diary and email management.
- Monitors and maintains the WACHS Legal mailbox and register, General Counsel's mailbox and electronic legal systems.
- Develops plans, policies, processes and procedures in respect of legal workflow management and to protect confidentiality, legal professional privilege and security of legal information.
- Assists with the preparation of legal briefs and legal reports (as required) under direction of the General Counsel.
- Undertakes research and project tasks on relevant matters as required.
- Maintains centralised recording of Continuous Professional Development (CPD) points for all lawyers in the team and liaises with the Legal Practice Board (as required).
- Coordinates meetings and events for team members including preparation of any required agendas and hardware setup.
- Liaises with internal and external stakeholders, including the State Solicitor's Office, Department of Health's Legal and Legislative Services and other legal providers, on matters relating to general legal, operational and regulatory enquiries.
- Administers and coordinates procurement for the General Counsel's Office.
- Monitors and advises on budgets for the the General Counsel's Office.
- In conjunction with corporate HR staff, ensures the human resources function is maintained in the General Counsel's Office.
- Other duties as required.



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## Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

### Essential

1. Demonstrated experience in providing timely and effective executive support in a legal environment with an understanding of legal procedure and terminology.
2. Strong interpersonal skills including the ability to negotiate and deal with confidential, contentious and sensitive issues.
3. High level of judgement, initiative and the ability to work autonomously.
4. Demonstrated knowledge and understanding of records management (physical and electronic)
5. Well developed analytical and problem solving skills with the ability to provide strategic solutions to information systems.

### Desirable

1. Current knowledge and commitment to Equal Opportunity, Disability Services and Occupational Safety and Health in all aspects of employment and service delivery.

## Appointment Pre-requisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check

