**Job Description Form**

**Legal Research Support Officer**

**Position Details**

**Position Number:** Generic

**Classification:** Level 4

**Award / Agreement:** PSA 1992 / PSCSAA 2021

**Organisational Unit:** Governance, Integrity and Reform / Legal Services / Legal and Practice Management

**Location:** Perth Metropolitan Area

**Classification Date:**

**Effective Date:** October 2022

**Reporting Relationships**

**This position reports to:**

Managing Legal Support Officer, 011707, Level 6

**Positions Under Direct Supervision:**

This position has no subordinates.

**About the Department**

The Department of Communities is Western Australia’s major human services department that brings together vital services and functions that support individual, family and community wellbeing.

Working closely with our partners across government and the community services sector, our areas of responsibility include disability services; child protection; housing; homelessness; women’s interests; community services; prevention of family and domestic violence; seniors and ageing; and volunteering. We also lead the State’s social recovery, following challenges presented by the COVID-19 pandemic.

We support many Western Australians, with a focus on some of the most vulnerable people in our state. The job we do is rewarding but can be challenging.

People, place and home is at the core of everything we do and why we do it.

We work for the people who make up our communities across Western Australia; we help people be the best they can be. We focus our efforts on building places that are inclusive and connected and offer everyone the opportunity to prosper. And we support children and families so that they can have a physically and emotionally secure place to call home.

We promote a diverse workforce and embrace a high standard of equal opportunity, health and safety, and ethical practice.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

**Role Statement**

The Legal Research Support Officer is responsible for:

* Providing legal research, high quality administrative assistance and support to the Working with Children Screening Unit Legal Team.
* Liaising with internal and external stakeholders, including lawyers, courts and other agencies in relation to general legal matters under relevant legislation/s.
* Planning and prioritising work daily, consistent with ongoing demands working under minimal supervision.

**Duties and Responsibilities**

**1. Research and Planning**

1.1 Assists the Legal Team by identifying and researching legal matters as required.

1.2 Assists with management of legal files.

1.3 Works with minimal supervision, effectively managing own time and completing work priorities.

1.4 Provides analysis of criminal history information and other information relevant to the Working with Children (Criminal Record Checking) Act 2004.

**2. Legal and Administrative Support**

2.1 Assists the Legal Team by providing administrative and legal support, including the preparation and timely delivery of legal files for the State Administrative Tribunal, State Solicitor’s Office and Courts.

2.2 Oversees the processing of Notices, Court Orders and other legal documents received by the Legal Team.

2.3 Drafts routine legal documents and correspondence to applicants, solicitors and other parties in matters of moderate complexity and sensitivity.

2.4 Matters referred to the State Solicitor’s Office for advice are processed and tracked accurately and in a timely manner.

2.5 Delegations and sub-delegations under relevant legislation are maintained to ensure currency and applicability to relevant departmental officers.

2.6 Maintains and undertakes file management including physical files and the electronic record keeping system and maintains statistical data as required.

2.7 Under direction assist with contract, MOU or agreement negotiations for the Working with Children Screening Unit.

2.8 Provide clear instruction and support to the Operational Support Officer in assistance of routine legal support work such as photocopying, Director of Public 2.9 Prosecution material, Court filing in conjunction with the Business Manager.

**3. Stakeholder Relationships**

3.1 Under direction, provides initial and routine non-legal advice to other teams within the Department and other external stakeholders on matters relating to legal issues.

3.2 Liaises with external stakeholders concerning the provision of Working with Children Screening Unit services, including the State Solicitor’s Office and the relevant Courts and tribunals.

3.3 Provides a quality service to all stakeholders (internal and external) that is accurate, efficient, professional, and consistent with legislative, procedural and code of conduct requirements.

**4. Other**

4.1 Participates in Emergency Management and Response duties as required.

4.2 Implements and ensures compliance with public sector and departmental policy and procedures.

**5. Corporate Responsibilities**

5.1 Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.

5.2 Actively participates in the Communities performance development process and pursues professional development opportunities.

5.3 Undertakes other duties as required.

**Essential Work-Related Requirements (Selection Criteria)**

1. Demonstrated skills and experience working in a public sector or private legal environment in roles such as law clerk, paralegal, court officer, registry officer, legal secretary or similar.

2. Demonstrated knowledge of relevant legal practices and procedures.

3. Demonstrated legal research and analysis skills.

4. Strong interpersonal and communication skills (written and oral), including a demonstrated ability to liaise with key stakeholders at senior management levels.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory National Police Clearance as conducted by the Department.

2. Appointment is subject to a satisfactory Departmental Record Check.

3. Appointment is subject to a satisfactory Criminal Record Check.