**Job Description Form**

**Legal Support Officer**

**Position Details**

**Position Number:** Generic

**Classification:** Level 5

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

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

**Location:** Perth Metropolitan Area

**Classification Date:**

**Effective Date:** May 2022

**Reporting Relationships**

**This position reports to:**

Managing Legal Support Officer, 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 and Business Services Directorate provides a comprehensive legal service across the Department spanning Executive; Services and Legislation; Commercial, Property and Projects; Litigation and Dispute Resolution; and General Legal and Practice Management.

Under the supervision of senior lawyers, this position provides high level paralegal consultancy services for Districts, assists clients with the preparation of legal documents and supports lawyers with legal research. The Legal Support Officer will manage a portfolio of legal files and will demonstrate autonomy in the conduct of their work, based on the complexity and sensitivity of the matter.

The Legal Support Officer liaises closely with a range of internal stakeholders to meet, as far as practicable workload requirements of Districts and frontline employees.

The extent and nature of the work allocated will vary according to expertise and may involve subject matter of a sensitive nature.

**Duties and Responsibilities**

**1. Legal Support and Assistance**

1.1 Manages and/or assists in the management of legal files, which may involve support for complex matters and/or of a sensitive nature.

1.2 Prepares, assists with and/or quality assures legal documents, including court documents, witness statements/affidavits, client correspondence and insurance and/or civil claims.

1.3 Compiles evidence for hearings and potential hearings.

1.4 Provides advice on matters of a factual and paralegal nature. This includes support to frontline employees and other internal clients on the planning and preparation of Court applications and processes.

1.5 Liaises with frontline employees and other internal clients to ensure instructions are provided in a timely manner. This includes supporting the early resolution of issues affecting current or pending legal proceedings.

1.6 Facilitates and provides training to frontline employees and other internal clients on current practice in relation to evidentiary requirements/affidavits, court documents and procedures, and other legislative requirements.

1.7 Assists lawyers with legal research as required.

1.8 Oversees and/or assists with the processing of Notices, Court Orders and other legal documents received.

**2. Consultation and Relationships**

2.1 Builds relationships with stakeholders across the Department providing information and support in the progression of matters. Gains an appreciation of the business and potential risks.

2.2 Assists internal clients and stakeholders with the interpretation of legal advice. Under direction, provides initial and routine non legal advice to frontline employees and other internal clients on matters relating to legal issues.

**3. Other**

3.1 Takes 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.

**4. Corporate Responsibilities**

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

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

4.3 Undertakes other duties as required.

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

1. Excellent written and verbal communication skills, including high level paralegal drafting skills.

2. Demonstrated skills and experience in managing time effectively and organising workloads to meet competing deadlines.

3. Demonstrated experience in providing assistance, paralegal support for matters and an ability to apply relevant legislation.

4. The ability to develop practical solutions, undertake research and efficiently resolve problems.

5. Demonstrated ability to manage stakeholder relationships and a commitment to providing quality customer service.

**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. Possession of a current Western Australian 'C' or 'C-A' Class Driver’s Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time to time production of the licence may be required upon request by the Department.

4. Appointment is subject to a satisfactory Working with Children (WWC) Check (ONLY apply for position identified which may have contact with children within the legal claims for children).