



Job Description Form



Community | Compassion | Quality



Integrity | Equity | Curiosity



Position Title

Position number: 617602

Senior Legal Counsel

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.

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

Position Details

Position Number:	617602	Registration Date:	11 April 2023
Classification:	HSO Level G11	Location:	Central Office
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Office of the Chief Executive		

Position Overview

This Senior Legal Counsel is responsible for ensuring that accurate and timely expert legal advice is provided to the WA Country Health Service internal and external stakeholders on a wide range of issues.

The position also is responsible for managing the flow of work between WACHS and the State Solicitor's Office (SSO), including assisting stakeholders with the interpretation of legal advice provided by SSO.

Reporting Relationships

Responsible to:

616987
General Counsel



This position:

Senior Legal Counsel
HSO Level G11



Positions under direct supervision:

1 FTE



Other positions reporting to this position:

617535 – Legal Services Executive Coordinator



Key Duties/Responsibilities

- Provides high level legal advice on complex, factual and sensitive legal matters, while exercising professional judgement.
- Provides general assistance to the General Counsel in the operations of the WACHS Legal Team.
- Briefs, instructs, and manages legal services and advice provided by the State Solicitor's Office (SSO) and other external legal providers, and assists WACHS stakeholders with the interpretation of legal advice.
- Negotiates complex legal matters on behalf of WACHS including preparing and settling contracts and commercial agreements between WACHS and service providers or partners.
- Provides high level advice on the interpretation and application of relevant legislation.
- Researches, coordinates and prepares legal documentation on behalf of WACHS.
- Undertakes high level liaison and consultation with key stakeholders including members of the legal profession, SSO and senior officers of WACHS on complex legal matters.
- Acts on behalf of WACHS in legal disputes; including conducting litigation in a cost effective manner, as well as briefing and instructing Counsel as is required.
- Provides mentorship and guidance to other members of the team as is required.
- Contributes to the formulation of policies and standards required by WACHS to ensure compliance with appropriate legal requirements. Provides advice and input into legislative review, development and change as required.
- Establishes and maintains a strong relationship with SSO and Legal and Legislative Services at the Department of Health.
- Builds partnerships across the WACHS to ensure an informed, timely and where appropriate, proactive legal service.
- Communicates effectively to legal professionals and communicates legal advice and principles in plain English to staff and non-legal professionals.
- Maintains expert awareness of relevant legal trends and matters, and emerging areas of risk, pertaining to WACHS' functions and responsibilities.
- Other duties as required.



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. A degree in law and admitted to legal practice in Western Australia.
2. Substantial post-admission experience in the provision of high-level legal advice, statutory interpretation, the drafting a range of complex legal documents and litigation.
3. Leadership and management skills with the ability to promote an effective and collaborative work environment.
4. Demonstrated high level communication and interpersonal skills with proven ability to develop relationships, and to influence, negotiate and consult with a range of stakeholders on legal matters.
5. High-level analytical skills with the ability to think strategically, problem solve, manage risk and recommend pragmatic solutions.
6. Demonstrated ability to work with a high degree of autonomy and manage complex and sensitive legal projects in a timely manner, and manage competing priorities and deliver positive outcomes.

Appointment Pre-requisites

Appointment is subject to:

- Evidence of appropriate tertiary qualifications in law, and admission as a practitioner, however described, of the Supreme Court of Western Australia, and evidence of holding or eligible to hold a practising certificate must be provided prior to commencement.
- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check
- Ability to travel within the region as required including overnight stays

WA Country Health Service –
Central Office

11 April 2023
REGISTERED

