

LEGAL PRACTICE BOARD OF WESTERN AUSTRALIA

COORDINATOR REGULATORY OPERATIONS, POSITION NUMBER EC009

Position Description

Position Title: Coordinator Regulatory Operations

Classification Level: Level 5

Position Number: EC010

Reports to: Manager Regulatory Operations

Directorate: Enquiries and Complaints

Supervises: Nil FTE

Branch/Section: Regulatory Operations

Location: PERTH

Role summary

The Coordinator contributes to the development and continuous improvement of policies, processes, procedures, guidelines, practices and systems to support the effective administration of regulatory requirements for practising lawyers in Western Australia and the Board's strategic outcomes; and undertakes analysis and assists in the development and implementation of risk-based, intelligence led approaches to compliance to support regulatory outcomes aligned with best practice and inform the Board's programs priorities. The Coordinator also supports the Manager Regulatory Operations in relation to complex and sensitive applications and matters in relation to the admission of lawyers (including accreditation of academic law courses), registration of foreign lawyers, practising certificates, restricted practice and CPD for review and determination and undertakes general research and small projects as required.

Responsible for

Regulatory Operations

- Assist in the development of policy and practice advice, and contribute to the development and ongoing improvement of policies, processes, procedures, guidelines, practices and systems and the setting of performance targets to support the effective administration of regulatory requirements for Western Australian practising lawyers, and the Board's strategic outcomes.
- Undertake the gathering, analysis and reporting of relevant regulatory intelligence data to improve the Board's program decisions.
- Assist in the development and implementation of effective risk-based, intelligence led approaches to compliance to support regulatory outcomes aligned with best practice.
- Support the Manager and undertake research and preparatory work for presentation of matters and reports, and the development of advice and recommendations to the Director, Executive Director, directorate leadership team, Directorate Leadership Team, the Board and its Committees.
- Gather and compile information on the more complex and sensitive applications and matters in relation to admission of lawyers, registration of foreign lawyers, practising certificates, restricted practice and CPD for review and determination.
- Provide support to broader Board staff on complex and sensitive matters in relation to admission of lawyers, registration of foreign lawyers, practising certificates, restricted practice and CPD.
- Assist the Board and all of its committees and teams in the performance of their functions.
- Collaborate and consult with relevant stakeholders to obtain relevant information to inform regulatory operations and development work; and to share insights and lessons learnt, improve service delivery, inform regulatory approach, and preventative and educative strategies.
- Assist in the monitoring and evaluation of data and contribute to the identification of issues, opportunities and evidence-based solutions to improve the delivery of legal services to consumers and the legal profession, enhance admissions, compliance and regulatory performance and achieve regulatory and the Board's strategic outcomes.
- Contribute to the delivery of the Board's awareness raising and educative presentations and information sessions as required.
- Undertake project work and perform other duties as required.

Stakeholder Relationship Management

Establish and maintain strong working relationships with a range of internal and external stakeholders, including members of the public, complainants, legal practitioners, law practices, professional associations and bodies, tertiary institutions and other stakeholders.

Work related requirements

To be read in the context of the preceding sections of this document.

Essential

- Highly developed research skills and experience in preparing policy advice and in developing regulatory guidelines and tools.
- Demonstrated sound understanding of the operations of the state's legal system and experience in understanding, interpreting and applying regulation and relevant registration standards and policies.
- Good written and verbal communication and interpersonal skills with proven ability to work collaboratively with staff and stakeholders to achieve regulatory outcomes.
- Strong analytical, conceptual and problem solving to analyse data and information; interpret, explain and present data; identify issues, risks and solutions; and support evidence-based decision-making.
- Experience and proficiency in utilising analytics software and an understanding of cloud analytics infrastructure and tools.
- Good organisational skills and proven ability to manage small projects to deliver timely and high quality outputs.
- Demonstrate resilience and a strong commitment to providing service excellence.

Our Values

Our values underpin everything we do, they guide the way we conduct our work, how we engage with each other and deliver services to our customers. The ability to demonstrate how you will apply our values is important to us.



Special Equipment/Requirements

Appointment subject to satisfactory National Police History Check and 100 point identification check.

Position Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

SIGNATURE

EXECUTIVE DIRECTOR

22 June 2023

DATE