

Legal Officer

Legal Services

Position number	00040353
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Specified Calling, Level 3
Reports to	Manager Legal Services (Specified Calling Level 5)
Direct reports	Nil

Context

The Legal Services Branch provides advice to the Department on legal and legislation matters. The Branch deals with, and on behalf of the Department, provides advice about various, sensitive legal issues, complaints, administrative law, legislation issues, insurance and claims against the Department.

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Key responsibilities

- Provide high quality legal advice and information to the Manager Legal Services and other Department staff, as required.
- Monitor and undertake research on legal issues that may impact on the education sector and reports.
- Provide legal advice on the application of the *School Education Act 1999* and other legislation pertaining to Department operations.
- Assist the Manager, Legal Services, to review and develop legislation and Department documents.
- Coordinate legal cases and other matters allocated to the Branch.
- Assist with development and delivery of training and professional development on legal and associated matters to staff of the Branch and the Department.

Selection criteria

1. Demonstrated substantial experience providing legal advice and information.
2. Demonstrated well developed conceptual, analytical and research skills ensuring high quality advice on legal issues.
3. Demonstrated well developed written communication skills, with experience preparing legal documents.

4. Demonstrated well developed interpersonal skills, including the ability to convey complex legal concepts within a team environment.
5. Demonstrated well developed organisation skills and the ability to meet deadlines.

Eligibility and training requirements

Employees will be required to:

- possess a tertiary qualification in law and admittance to practice law in Western Australia
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 16 April 2020
Reference D20/0190283