



Coordinator Legal Process

Legal and Legislative Services

Position number	00025055
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 5
Reports to	General Counsel, Legal and Legislative Services (Specified Calling Level 6)
Direct reports	Nil

Context

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

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Key responsibilities

- Process and coordinate compensation claims against the Department by obtaining documents and information, and liaising with Department employees at all levels.
- Consult and liaise with State Solicitor's Office, Insurance Commission of Western Australia, panel law firms and key stakeholders in relation to compensation claims and related legal matters.
- Attend pre-trial conferences for litigated claims and, in consultation with the appointed legal representative, deal with negotiation strategy and terms for settlement.
- Monitor, analyse and highlight trends and issues in compensation claims against the Department and schools and prepare reports.
- Provide assistance to the General Counsel, Legal and Legislative Services and solicitors on matters pertaining to the operations of the Department's Legal Services.
- Undertake research to identify information on legal matters and provide advice as required.
- Prepare routine legal documents and correspondence and undertake other duties as required.
- Provide guidance on legal matters, in consultation with, and under the direction of, the Department's Legal Officers.

Selection criteria

1. Demonstrated well developed understanding of procedures for responding to liability compensation claims.
2. Demonstrated well developed knowledge of, and experience in, liability compensation management.
3. Demonstrated well developed ability to interpret and apply legal principles to operational matters.
4. Demonstrated highly developed written, oral and interpersonal skills, including the ability to liaise with key stakeholders.
5. Demonstrated highly developed initiative and organisational skills to deliver outcomes on schedule.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 8 August 2024
Reference D24/0571856