



Senior Legal Officer

Legal and Legislative Services

Position number	00025054
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Specified Calling Level 4
Reports to	General Counsel (Specified Calling Level 6)
Direct reports	Nil

Context

The Legal and Legislative Services Directorate provides advice to the Department on legal and legislation matters. The Directorate 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.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide high quality strategic legal advice and information to the General Counsel, Director General, Corporate Executive, State Solicitor's Office and stakeholders, as required.
- Monitor and undertake research on complex legal issues that may impact on the education sector and reports accordingly.
- Provide high-level legal advice on the application of the *School Education Act 1999* and other legislation pertaining to Departmental operations.
- Interpret application of the *School Education Act 1999* and its interaction with other Acts and Regulations.
- Prepare and draft associated Orders and Notices under the relevant legislation, as required.
- Assist the General Counsel with reviewing and developing legislation including, providing legal advice on drafting of legislation or amendments.
- Assist with preparation of responses to ministerial requests, briefing notes and cabinet submissions relating to legal matters.
- Coordinate complex legal cases and other matters allocated to the Directorate.
- Provide representation for the Department as Legal Counsel before Courts and other Tribunals.

- Build effective relationships and liaise at a senior management level with the State Solicitor's Office and other key stakeholders on legal issues.
- Assist with development and delivery of training and professional development on legal and associated matters to staff of the Directorate and the Department.

Selection criteria

1. Demonstrated sound level of legal experience, including knowledge of workings of Government, parliamentary and legislative procedures, experience in statutory interpretation and administrative law.
2. Demonstrated experience in advocacy before Courts and/or Tribunals.
3. Demonstrated high-level conceptual, analytical and research skills in providing high quality strategic advice to senior management on legal issues.
4. Demonstrated well developed written communication skills and ability to prepare legal documents, responses to ministerial requests, briefings and reports.
5. Demonstrated high-level communication and interpersonal skills including the ability to liaise with and convey complex legal concepts clearly and concisely to Ministers of the Crown, Chief Executive Officers, Executive Directors, senior legal practitioners and senior officers from the Department and other agencies.
6. Demonstrated high-level planning and organisational 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
- 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 15 August 2024
Reference D24/0587037