



# Job Description Form

## Legal Officer

### Legal Branch

#### Position details

---

Classification Level: Level 3 Specified Calling – Legal (LG)

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement 2021  
(and subsequent agreements)

Position Status: Permanent

Organisation Unit: Public Trustee, Legal Services

Physical Location: Perth CBD

#### Reporting relationships

---

Responsible to: 3665 – Principal Legal Officer – L5LG

**This position: Legal Officer (Generic) – L3LG**

Direct reports: NIL

#### Overview of the directorate

---

The Legal Directorate is accountable for the provision of Wills and Enduring Power of Attorney drafting service. Additionally, the Directorate prepares applications for probate and provides advice or conducts litigation on matters on behalf of the Public Trustee.

#### Overview of the position

---

The Legal Officer is responsible for the provision of legal services on a range of routine and moderately complex legal matters in one or more of the following areas:

- Providing legal advice and conducting litigation in respect of the administration of deceased estates, trusts and estates of incapable persons;
- Providing legal advice on conveyancing and probate matters and preparing conveyancing and probate documents;
- Advising the Public Trustee on corporate matters; and
- Drafting of Wills and Enduring Powers of Attorney.

## **Employee responsibilities**

---

As part of the Legal Branch team, employees will be expected to:

- Work to improve communication and model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate
- Facilitate cultural and management reforms within the Department through leadership and engagement
- Represent the Department's interest on committees and working groups as required.

## **Role related responsibilities**

---

### **Characteristics**

This level is for more experienced legal officers who can carry out more complex tasks with a level of autonomy but subject to support and supervision as necessary. Such officers will have demonstrated a capacity to undertake professional work with initiative and independent judgment.

### **General features of duties and responsibilities**

Provides legal advice, advocacy and/or decisions (as appropriate to their allocated work area or areas from time to time) in accordance with the skill level expected from the position characteristics and Job related requirements including:

- the preparation of formal legal opinions
- advocacy in courts and tribunals
- the drafting of legal documents
- the management of legal matters (and more junior legal, paralegal and administrative staff in relation to those matters).

### **Stakeholder relationships**

Establishes and maintains effective internal and external networks and relationships to ensure that activities are integrated productively with other parts of the organisation.

Provides information, assistance and education sessions to departments, external organisations and the general public.

### **Continuous improvement**

Assists in the identification and implements opportunity for continuous improvement within the Office and assists the Principal Legal Officer in the management of the Legal Directorate.

### **Other**

Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

## Job related requirements

---

### Eligibility

A lawyer performing this position is deemed to be a government legal practitioner as defined in the *Legal Profession Uniform Law Application Act 2022 (WA)* and therefore the occupant is required to hold, or be eligible to hold, a current Australian practising certificate issued by the Legal Practice Board of Western Australia.

### Conduct of practice

The ability to do the following, with minimal supervision:

- conduct moderately complex civil litigation
- act as counsel in interlocutory civil matters
- provide advice in relation to moderately complex legal issues and/or
- prepare Wills.

### Legal skills

Has commenced the development of specialist skills within one or more of the fields of litigation, conveyancing, deceased estates, trusts, estates of incapable persons, personal injuries and Wills.

### Time management and organisational skills

The ability to prioritise, organise and complete work within set timeframes.

### Computer literacy

The ability to use MS Office (or similar) products and computerised systems and databases.

### Teamwork and supervision

The ability to work as a member of a team, including providing support and/or supervision to more junior legal, paralegal, and administrative staff in relation to those matters.

## Special requirements

---

This position is classified Specified Calling as per Clause 12 of the *Public Service Award 1992* and the *Government Officers' Salaries Allowances and Conditions Award 1989*.

## Certification

---

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

### Public Trustee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR certification date: February 2023