Job Description Form – Director

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| **Position number:** | 13854 | **Classification:** | Specified Calling Level 6 |
| **Division:** | Capability and Performance | **Branch/section:** | Legal Services |
| **Reports to:** | 15121 – Deputy Director General CL2 | **Direct reports:** | 9 |

About the Department

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| Mission | Vision | Values |
| To lead the public sector in community – focused delivery with a high performing organisation and thriving workforce. | Western Australia is celebrated as the best place to live in Australia. | Respectful AccountableResponsiveOpen-mindedIntegrity |

Context

The Legal Services team provides high level legal and policy advice to the relevant Ministers, Director General and the senior executive team of Department of Local Government, Sport and Cultural Industries (DLGSC). Legal Services contributes to departmental and divisional strategic and business planning, policy and development processes.

Position purpose

Provides leadership and management within the Capability and Performance division, Legal Services including the review of legislation and being the point of liaison with the State Solicitor’s Office. Provides high level legal and policy advice to the relevant Ministers, Director General and senior executive. As a member of the Divisional Management Team contributes to Departmental and Divisional strategic and business planning, policy and development processes.

Responsibilities

1. Providing leadership and management within the Capability and Performance Division to achieve the relevant outcomes identified in the Corporate, Divisional and Branch plans and budgets.
2. Contributing to the leadership and management of the Capability and Performance Division as a member of the Divisional Management Team.
3. Participating in and contributing to the Department’s strategic planning, policy development processes.
4. Developing and executing business plans aligned to the strategic direction of the organisation.
5. Delivers high quality legal advice, representation and drafting in a broad range of matters across the department, including matters of significant complexity.
6. Delivers complex legal and policy advice to the Minister/s, Director General and senior executive, including the drafting of papers.
7. Providing high level legal and policy advice to the Minister, Director General and senior executive.
8. Liaises and negotiates with relevant internal and external stakeholders, ensures productive and collaborative working relationships.
9. Maintains an expert awareness of relevant trends and issues in legal matters relevant to the Department’s responsibilities and operations, including but not limited to public administration, commercial and property law.
10. Leads the development of relevant policies, guidelines, standards, programs, and strategies to ensure legal requirements are met.
11. Liaising with State Solicitor’s Office to obtain advice on specific legal matters.
12. Liaising with the Parliamentary Counsel’s Office as required.
13. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
14. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

Work related requirements

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

Essential

1. A Bachelor of Laws Degree and admitted to engage in legal practice in Western Australia with not less than 5 year post admission experience.
2. Must be a holder of, or be eligible to hold, a local practising certificate which is then renewed annually.
3. Substantial post-admission experience in areas relevant to a government context including complex public and administrative law, statutory interpretation, commercial, property and regulatory matters.
4. Demonstrated ability to lead, manage and develop a team to achieve high levels of performance.
5. Demonstrated ability to undertake research, manage and provide legal advice related to complex, urgent and/or sensitive matters.
6. High level conceptual, analytical and decision-making skills.
7. Extensive experience in communicating clearly and confidently with a range of internal and external stakeholders.

Desirable

1. Sound knowledge of the Local Government Act, Liquor Control Act and other legislation administered by the Department.
2. Extensive knowledge of the role, responsibility and function of Commonwealth, State and local governments.

Special conditions

Nil.

Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

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| Registration date | 7 November 2024 |