

PRINCIPAL LAWYER

Position Number:	LPB024, LPB025	Classification Level:	Schedule 3, level 6 - 7
Division:	Regulatory Services	Reports to:	Director Investigations and Legal
Team:	Investigations and Legal	Supervises:	3 FTE

Operational context

The Legal Practice Board (**Board**) is the primary designated local regulatory authority under the *Legal Profession Uniform Law (WA)*. The Board's mission is to be an effective, efficient and innovative regulator of legal services in Western Australia. Members of the Investigations and Legal team conduct investigations into serious and complex matters regarding the conduct of lawyers and law practices associated with complaints, disciplinary matters, suitability disclosures, unqualified legal practice, external interventions and compliance issues.

Role overview

Provides a comprehensive investigative and legal services to the Board. Leads investigations of complex matters including dispute resolution and prosecution or litigation of civil or criminal matters, including the supervision of more junior lawyers and investigators, paralegals, and administrative staff. Conducts complex matters in tribunals and courts and provides high level advice and reports to senior management and members of the Board.

Key Accountabilities

Based on experience and expertise, this position provides leadership, supervision and mentoring for a team of Lawyers and Investigators. The Principal Lawyer:

- Provides high quality legal advice, leadership and guidance on a broad range of complex legal matters.
- Conducts and manages complex investigations, litigation and prosecutorial matters, appearing as Counsel in courts and tribunals.
- Provides expert review of evidence and prepares a range of complex documentation including submissions, reports, recommendations, correspondence, notices, briefs and operational documents. Develops a highly engaged and capable legal team through a positive workplace culture of achievement.
- Negotiates to resolve matters, using alternative dispute resolution techniques.
- Provides advice, direction and training on matters of law, policy, legal practice and procedure relevant to the operations of the Board to all Board staff.
- Works collaboratively with Board staff to share information and ensure the effective integration of matters.
- Develops and maintains effective relationships with internal and external stakeholders and represents the Board in internal and external forums as required.
- Maintains systems and records, reviews data to identify trends and improvements and contributes to the ongoing improvement of policy, procedures and systems.
- Exercises considerable professional judgement and knowledge of legal issues affecting the integrity of legal practice and practitioners. Escalates matters where required.
- Complies with professional, legal and ethical obligations as a Board officer and officer of the Supreme Court of Western Australia.
- Supports and assists the Director Investigations and Legal.
- Undertakes other duties as required.

Work related requirements

To be read in the context of the preceding sections of this document.

Essential

1. Hold a degree in law, admitted or eligible to be admitted to the Australian legal profession.
2. Entitled to engage in legal practice in Australia.
3. Substantial (SCL6) or extensive (SCL7) post admission experience in legal practice and a record of achievement in the conduct and management of complex investigations and litigation.
4. Demonstrated understanding of the operations of legal practice and experience in understanding, interpreting and applying a regulatory response or in upholding professional standards.
5. Demonstrated leadership experience, including by providing direction, guidance and support and setting strategies to achieve objectives.
6. Excellent written and verbal communication and negotiation skills including strong relationship management skills with proven ability to work collaboratively and to manage conflict. Experience in the preparation of high level reports and briefing notes.
7. Excellent problem solving and analytical skills to identify and address issues, develop responses and produce recommendations.
8. Good organisational and self-management skills with proven ability manage project-based assignments to meet timeframes and work flexibly in a pressured environment.
9. Demonstrated resilience and a strong commitment to providing service excellence.

Reporting Relationships

Direct Reports to this position include

- Senior Lawyer
- Investigating Lawyer or Investigator x 2
- Resources allocated as required, including Senior Lawyer, Investigating Lawyer, Investigator, Paralegal

Our Values

Our values underpin everything we do, they guide the way we conduct our work, how we engage with each other and deliver services to our customers. The ability to demonstrate how you will apply our values is important to us.



Special Equipment/Requirements

Appointment subject to satisfactory National Police History Check and 100 point identification check.

Position Certification

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

SIGNATURE

EXECUTIVE DIRECTOR

20 November 2024

DATE