

Legal Administration and Support Officer

Legal and Legislative Services

Position number	00024072
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 3
Reports to	Practice Manager, Legal and Legislative Services (Level 7)
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, employment matters, complaints, administrative law, legislation, insurance, and claims against the Department. This includes responding to the National Redress Scheme for Institutional Sexual Abuse (Redress) and civil compensation claims under state legislation for sexual abuse related to government schools and hostels (Compensation).

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

- Provide high-level secretarial and administrative support to General Counsel and other senior Legal and Legislative Services officers.
- Administer and monitor the Branch budget, including paying accounts, purchasing and producing monthly financial reports.
- Undertake research, including discovery and preparation of documents for legal and parliamentary proceedings.
- Triage provision of legal advice to Principals and Department officers.
- Liaise with various courts of Western Australia, Department staff, other agencies, issuing solicitors and the State Solicitor's Office about legal processes.

Selection criteria

1. Demonstrated knowledge and experience in the effective delivery of secretarial and administrative support services in a legal environment, including word processing, audio transcription, spreadsheets and databases.

2. Demonstrated knowledge of legal terminology and processes, including liaising with issuing solicitors.
3. Demonstrated sound financial management skills with the ability to administer and report on financial systems and budgets, monitor expenditure and acquit credit card purchases.
4. Demonstrated well developed verbal and written communication and interpersonal skills, including the ability to liaise and work effectively in a team environment.
5. Demonstrated initiative and good organisational skills, including the ability to work independently, identify priorities and meet deadlines.

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 22 May 2025
Reference D25/0459133