

ROLE DESCRIPTION

Legal Officer Grade I-III

Cluster	Stronger Communities	
Department	Department of Communities and Justice	
Division/Branch/Unit	Governance and Continuous Improvement, Professional Standards Branch	
Location	Sydney	
Classification/Grade/Band	Legal Officer Grade I-III	
Role Number	TBA	
ANZSCO Code	271311	
PCAT Code	1318192	
Date of Approval	15 September 2020 (Gen 0033)	Ref: CS0383
Agency Website	www.dcj.nsw.gov.au	

Agency overview

The Department of Communities and Justice (DCJ) is the lead agency under the Stronger Communities Cluster. DCJ works to enable everyone's right to access justice and help for families through early intervention and inclusion, with benefits for the whole community. Stronger Communities is focussed on achieving safe, just, inclusive and resilient communities by providing services that are effective and responsive to community needs. For the first time, the creation of DCJ and Stronger Communities provides an opportunity to focus on prevention and early intervention across both the social welfare and justice systems.

Primary purpose of the role

Provide professional legal and/or litigation advice, support and research in the relevant area/s of law to contribute to efficient and effective legal services within the Professional Standards Branch.

Key accountabilities

- Provide efficient and effective legal and/or litigation services to clients and staff in accordance with legislation, policy, guidelines and practice standards.
- Interpret and prepare complex legal documents including legal records, correspondence, legislation, policies, reports, submissions, briefing notes and contracts.
- Undertake administrative activities and research allocated within established standards, procedures, policies and delegations.
- Undertake related correspondence, administrative activities and legal cases.
- Interpret and comply with legislation, policies and practice standards.
- Provide assistance in the development and implementation of legal reviews and/or law reform initiatives.

Key challenges

- Providing high quality legal services, in a high volume work environment, in accordance with instructions, timeframes, good governance and professional obligations.
- Keeping up-to-date on legal developments and procedures and undertaking relevant training to maintain professional standards and retain a practising certificate.
- Adapting to new systems and technology which have a significant impact on the legal practice.

Key relationships

Who	Why
Internal	
Director, Professional Standards Principal Legal Officer, Senior Legal Officer, Professional Standards	Supervision, guidance, information and advice
Legal Officers, Professional Standards	Contributing to the team, exchanging information and providing assistance
Investigations Branch	Liaison and information exchange
CSNSW staff	Obtaining instructions and responding to enquiries
External	
Ombudsman NSW	Reportable conduct
Independent Commission Against Corruption	Reporting corrupt conduct
NSW Police	Reporting criminal conduct

Role dimensions

Decision making

Works with a degree of independence within legislation and Department policies and practice standards

Reporting line

The role reports to the Principal Legal Officer, Professional Standards Branch

Direct reports

This role has no direct reports.

Budget/Expenditure

Nil

Essential requirements

Legal Qualifications and the ability to obtain a Practicing Certificate as required under the award

Appointments are subject to reference checks. Some roles may also require the following checks/clearances:

- National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
- Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

Capabilities for the role



The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

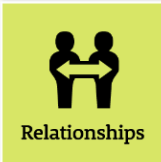


The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• Represent the organisation in an honest, ethical and professional way and encourage others to do so• Act professionally and support a culture of integrity• Identify and explain ethical issues and set an example for others to follow• Ensure that others are aware of and understand the legislation and policy framework within which they operate• Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
 Personal Attributes	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none">• Adapt existing skills to new situations• Show commitment to achieving work goals• Show awareness of own strengths and areas for growth, and develop and apply new skills	Intermediate

		<ul style="list-style-type: none"> • Seek feedback from colleagues and stakeholders • Stay motivated when tasks become difficult 	
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences 	Adept
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> • Identify the facts and type of data needed to understand a problem or explore an opportunity • Research and analyse information to make recommendations based on relevant evidence • Identify issues that may hinder the completion of tasks and find appropriate solutions • Be willing to seek input from others and share own ideas to achieve best outcomes • Generate ideas and identify ways to improve systems and processes to meet user needs 	Intermediate
	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> • Perform basic research and analysis to inform and support the achievement of project deliverables • Contribute to developing project documentation and resource estimates • Contribute to reviews of progress, outcomes and future improvements • Identify and escalate possible variances from project plans 	Intermediate

This role also utilises the Legal Professionals Capability Set. The capability set is available at www.psc.nsw.gov.au/workforce-management/capability-framework/occupation-specific-capability-sets/legal-capability-set

Focus Occupation Specific Capabilities

Capability name	Capability Set	Level
Capability description		
Legal Advice	<ul style="list-style-type: none"> • Identify the purpose, scope and form of legal 	



advice required.

- Obtain relevant information and seek clarification or further information where necessary. Identify vulnerable clients and manage related legal issues under supervision.
- Analyse and apply relevant law to the facts, incorporating policy, probity and operational considerations, and considering the options available to the client, under supervision.
- Identify potential legal risks applicable to the advice being provided and non-complex risk management strategies, under supervision.
- Recognise where external legal expertise may be required; instruct external legal services providers and assemble legal briefs.
- Manage relationship with external legal services providers.
- Ensure that legal services provided meet client expectations (quality, timeliness etc) under supervision.

Statutory Interpretation

- Apply understanding of the legislative process and common law to analyse and interpret statutory provisions.
- Locate and make use of extrinsic materials as aids in the interpretation of statutes, consistent with legislative and common law requirements.
- Understand and apply current legislation applying to interpretation of statutes.
- Read and interpret Acts and subordinate legislation with reference to their structure and operative provisions

Legal Drafting





- Use precedents and templates to draft legally and procedurally correct court and tribunal documents under supervision.
- Understand and apply relevant procedural, evidentiary and ethical rules to the drafting of court or tribunal documents.
- Use relevant precedents to draft straightforward transactional documents which are legally effective and logically organised.
- Assist clients by drafting, reviewing or amending legal documents to achieve the client's intended purpose, comply with policy and minimise risk, under supervision.
- Understand the standard provisions, structure and key legal principles applying to transactional documents.

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role is not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES

Capability Group/Sets	Capability Name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational