

Role Description

Manager Legal



Cluster	Stronger Communities
Department/Agency	NSW State Emergency Service
Division/Branch/Unit	Office of the Commissioner
Location	State Headquarters
Classification/Grade/Band	Legal Officer V
Kind of Employment	Ongoing
ANZSCO Code	271311
Role Number	52020185
PCAT Code	1118192
Date of Approval	March 2025
Agency Website	www.ses.nsw.gov.au

Agency overview

Our Mission: NSW SES saving lives and creating safer communities.

Our Vision: A trusted volunteer-based emergency service, working together to deliver excellence in community preparedness and emergency response.

The NSW State Emergency Service (NSW SES) is an emergency and rescue service made up almost entirely of volunteers and supported by a staff contingent. NSW SES is a key influencer of other emergency service agencies and works closely with these partners to modernise and grow volunteering to save lives and protect communities.

While major responsibilities are for flood, storm operations and tsunamis, the NSW SES also provides the majority of general rescue effort in the rural parts of the state. This includes road accident rescue, vertical rescue, bush search and rescue, evidence searches (both metropolitan and rural), other forms of specialist rescue that may be required due to local threats, Urban Search and Rescue and Community First Response.

Primary Purpose of the role

Provide timely and expert legal advice to meet stakeholder needs and ensure that agency policies, procedures and guidelines meet external legislative requirements. Research and analyse issues to support robust decision making across the Service.

This role will oversee the coordination of whole-of-agency legal requests as well as coordinating the outsourcing of legal advice, managing projects and undertaking critical analysis on sensitive issues.

Key accountabilities

- Provide timely, accurate, strategic, and expert legal advice on legislation, administrative law, good decision making, as well as systems and procedures to effectively address legal risks, policy, issues and priorities and contribute to the achievement of the Service's objectives.
- Supervise legal matters in accordance with agency policies, procedures and guidelines and external legislative requirements to meet stakeholder needs and legislative requirements.
- Supervise the management of, and act as a decision maker for, applications under the *Government Information (Public Access) Act 2009* and the *Privacy and Personal Information Protection Act 1998*.
- Manage, and where appropriate participate in, proceedings before tribunals and courts, including hearings, to ensure NSW SES is represented in accordance with agency policies and procedures.
- Coordinate the outsourcing of legal support including instructing solicitors on behalf of the agency and managing those matters, including timelines and finance matters, including related financial transactions.
- Contribute (as required) or review material such as briefs, tenders contracts.
- Lead, manage and plan to ensure effective and compliant utilisation of assets and resources (includes encouraging and supporting mobility, responsibility for budget/financial performance, and compliance with governance, work health & safety and other requirements).

Key challenges

- Quickly identifying and understanding issues, competing interests and priorities to ensure that the Chief of Staff and Senior Executives are fully briefed on risks and opportunities.
- Providing expert advice on a broad range of issues and managing significant executive relationships.
- Coordinating the rapid preparation of documentation and response to issues that require input from the agency's Directorates.

Key relationships

Who	Why
Internal	
Commissioner, Deputy Commissioners and Chief of Staff	<ul style="list-style-type: none">• Provide advice and project support on complex significant issues as required.
Work Team	<ul style="list-style-type: none">• Monitor and review performance, provide leadership and guidance, foster ongoing professional development.
Senior Executives and Business Unit Managers	<ul style="list-style-type: none">• Consult with senior executives and senior managers to facilitate the smooth flow of information, reports and key documents.
External	
Other Emergency Management agencies and Government agencies as appropriate	<ul style="list-style-type: none">• Build relationships at the appropriate level on behalf of the agency.
Legal firms	<ul style="list-style-type: none">• Instruct legal firms for outsourced legal matters• Provide documentation, information and updates to support legal firms in providing advice and representing the NSW SES.

Role dimensions

Decision making

The Manager Legal will operate with day-to-day autonomy in the management of the Legal function. The role

will be fully accountable for the quality, integrity and accuracy of advice provided and prioritise, direct and integrate the work of its direct reports. The position is responsible for leading and coordinating assigned projects and agency submissions, and for ensuring they are sufficiently scoped and managed to deliver high quality outcomes within budget.

Reporting line

This role intra-band reports to the Chief of Staff.

Direct reports

This role has 1 direct report:

Information and Privacy Officer

Essential requirements

- Thorough knowledge of AIIMS principles and processes, and/or willingness to obtain competence within 12 months
- Admitted as a lawyer in New South Wales, holding holds a current Australian practicing certificate that entitles you to practice as a government lawyer in New South Wales without supervision

You may be required to participate in activities to support the agency during operational or emergency responses at NSW SES locations in the state, where the requirements are within the scope of your skills, knowledge and capabilities. You may also be required to participate in an on-call roster.







Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

This role utilises an occupation specific capability set

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Intermediate
 Legal	Statutory Interpretation	Level 2
	Legal Research	Level 3
	Legal Advice	Level 2
	Legal Drafting	Level 2

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Adept	<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change. Give frank and honest feedback and advice. Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately. Raise and work through challenging issues and seek alternatives. Remain composed and calm under pressure and in challenging situations.
Personal Attributes Act with Integrity	Adept	<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
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> Present with credibility, engage diverse audiences and test levels of understanding Translate technical and complex information clearly and concisely for diverse audiences Create opportunities for others to contribute to discussion and debate Contribute to and promote information sharing across the organisation Manage complex communications that involve understanding and responding to multiple and divergent viewpoints Explore creative ways to engage diverse audiences and communicate information Adjust style and approach to optimise outcomes Write fluently and persuasively in plain English and in a range of styles and formats

Relationships	Adept	<ul style="list-style-type: none"> • Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relationships with internal and external stakeholders • Anticipate and minimise conflict
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> • Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements • Implement systems and processes that are underpinned by high-quality research and analysis • Look for opportunities to design innovative solutions to meet user needs and service demands • Evaluate the performance and effectiveness of services, policies and programs against clear criteria

Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Understand all components of the project management process, including the need to consider change management to realise business benefits • Prepare clear project proposals and accurate estimates of required costs and resources • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Identify and evaluate risks associated with the project and develop mitigation strategies • Identify and consult stakeholders to inform the project strategy • Communicate the project's objectives and its expected benefits • Monitor the completion of project milestones against goals and take necessary action • Evaluate progress and identify improvements to inform future projects
People Management Manage and Develop People	Adept	<ul style="list-style-type: none"> • Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes • Adjust performance development processes to meet the diverse abilities and needs of individuals and teams • Develop work plans that consider capability, strengths and opportunities for development • Be aware of the influences of bias when managing team members • Seek feedback on own management capabilities and develop strategies to address any gaps • Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way • Monitor and report on team performance in line with established performance development frameworks
Legal Professionals Capability Statutory Interpretation	Level 2	<ul style="list-style-type: none"> • Apply understanding of the legislative process and common law to identify and solve statutory interpretation issues. • Make use of extrinsic materials to ensure statutory interpretation issues, consistent with legislative and common law requirements. • Solve issues of statutory interpretation by applying current legislation relating to interpretation of statutes. • Read and interpret Acts and subordinate legislation, drawing on knowledge of the structure and operation of legislation.