

# Role Description

## Senior Lawyer



Cluster	Transport
Agency	Sydney Trains
Directorate/Division/Business Unit	Finance and Business Services/General Counsel
Location	Sydney
Role Grade or Band	RC7
Senior Executive Work Level Standards	Not Applicable
Kind of Employment	Permanent
Role Number	51009881, Multiple roles
ANZSCO Code	271000
PCAT Code	1228192
Job Code	83000543
Health Assessment Category - Safety	Category 4
Vision	N/A - Cat 4 Only
Hearing	N/A - Cat 4 Only
Date of Approval	June 2018
Agency Website	<a href="http://www.sydneytrains.nsw.gov.au">www.sydneytrains.nsw.gov.au</a>

### Overview

Sydney Trains provides train services throughout the Sydney metropolitan area and was established in July 2013. Its vision is to keep Sydney moving by putting the customer at the centre of everything it does and delivering safe, reliable and clean rail services to the people of Sydney. The organisation is focused on providing sustainable, efficient and cost effective services.

### Primary purpose of the role

The Senior Lawyer is responsible for managing the development and provision of complex legal advice and services within the relevant legal discipline. The role provides advice on a range of legal matters across the organisation to ensure compliance with relevant frameworks and legislation.

### Key accountabilities

- Manage the development and provision of complex legal advice and services within the specific legal discipline to ensure legal compliance with organisational, government and legislative requirements.
- Draft high quality, clear and concise legal documents including legal instruments, advices and documents to achieve high quality outcomes and enable effective decision making to challenging issues.
- Proactively engage and partner with key internal clients to improve the value and quality of legal services contribute to achieving the delivery of agency goals, including identifying opportunities to improve the legislative framework and business processes to assist early decision making in connection with the management of projects and commercial legal risks.

- Engage with key internal clients delivered by optimising the mix of internal and external service delivery and managing the provision of external legal advice including engagement and performance within time, cost and quality requirements to deliver expert advice on matters with significant complexity within organisational and commercial parameters.
- Contribute to knowledge sharing, and capability development within the legal team and with internal clients to drive awareness of legal issues and improve planning and decision making.
- Execute safety responsibilities, authorities and accountabilities consistent with Sydney Trains safety management system requirements which are defined in SMS document number SMS-02-RG-3058

## Key challenges

- Assisting the Deputy General Counsel to develop practice management systems and procedures, while ensuring the delivery of high quality legal advice and services within tight timeframes against competing priorities
- Responding to legal issues proactively and influencing clients to adopt legal recommendations and determine appropriate delivery strategies

## Key relationships

Who	Why
<b>Internal</b>	
Manager	Receive leadership, guidance and advice on matters
General Counsel Unit	Collaborate as a team to achieve client outcomes and share progress and development
Stakeholders/Clients; TfNSW legal teams	Provide complex legal advice , counsel and recommendations on legal matters to support decision making and the achievement of objectives  Proactively share information and expertise in order to achieve efficiencies across the cluster
<b>External</b>	
External law firms	Negotiate and improve quality and cost of external legal services

## Decision making

As per the delegation for the role

## Reporting line

Deputy General Counsel

## Direct reports

This role has no direct reports.

## Budget/Expenditure

Nil

## Essential requirements

Tertiary qualification in law, eligibility to hold a practising certificate in NSW and extensive knowledge and experience in a relevant discipline such as:

- Employment and Safety
- Property, Planning & Environment
- Commercial law
- Administrative law, legislation administered by the agency and statutory interpretation




## 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](http://www.psc.nsw.gov.au/capabilityframework)


This role also utilises an occupation specific capability set which contains information from the Skills Framework for the Information Age (SFIA). The capability set is available at [www.psc.nsw.gov.au/capabilityframework/ICT](http://www.psc.nsw.gov.au/capabilityframework/ICT)

## 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
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Adept
	Value Diversity	Adept
 Relationships	<b>Communicate Effectively</b>	<b>Advanced</b>
	<b>Commit to Customer Service</b>	<b>Adept</b>
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Adept
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Adept
	<b>Think and Solve Problems</b>	<b>Advanced</b>
	Demonstrate Accountability	Adept

## NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
	<b>Finance</b>	<b>Adept</b>
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

## Legal Professionals Capability Set

Capability Group	Capability Name	Level
	<b>Statutory Interpretation</b>	<b>Level 3</b>
	Legal Research	Level 3
	<b>Legal Advice</b>	<b>Level 3</b>
	Legal Drafting	Level 3

### Statutory Interpretation

**Level 3**

Legal Research

Level 3

### Legal Advice

**Level 3**

Legal Drafting

Level 3

### 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
<b>Personal Attributes</b>	<b>Adept</b>	
Act with Integrity		<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>• Set an example for others to follow and identify and explain ethical issues</li> <li>• Ensure that others understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b>	<b>Advanced</b>	
Communicate Effectively		<ul style="list-style-type: none"> <li>• Present with credibility, engage varied audiences and test levels of understanding</li> <li>• Translate technical and complex information concisely for diverse audiences</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability Level		Behavioural Indicators
		<ul style="list-style-type: none"> <li>• Create opportunities for others to contribute to discussion and debate</li> <li>• Actively listen and encourage others to contribute inputs</li> <li>• Adjust style and approach to optimise outcomes</li> <li>• Write fluently and persuasively in a range of styles and formats</li> </ul>
<b>Relationships</b> Commit to Customer Service	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering high quality customer-focused services</li> <li>• Understand customer perspectives and ensure responsiveness to their needs</li> <li>• Identify customer service needs and implement solutions</li> <li>• Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>• Maintain relationships with key customers in area of expertise</li> <li>• Connect and collaborate with relevant stakeholders within the community</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Encourage a culture of recognising the value of collaboration</li> <li>• Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>• Share lessons learned across teams/units</li> <li>• Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering on intended outcomes</li> <li>• Make sure team/unit staff understand expected goals and acknowledge success</li> <li>• Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>• Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>• Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>• Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Results</b> Think and Solve Problems	Advanced	<ul style="list-style-type: none"> <li>• Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues</li> <li>• Work through issues, weigh up alternatives and identify the most effective solutions</li> <li>• Take account of the wider business context when considering options to resolve issues</li> <li>• Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability Level		Behavioural Indicators
<b>Business Enablers</b>	Adept	<ul style="list-style-type: none"> <li>Implement systems and processes that underpin high quality research and analysis</li> </ul>
	Finance	<ul style="list-style-type: none"> <li>Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures</li> <li>Understand impacts of funding allocations on business planning and budgets, including value for money, choice between direct provision and purchase of services, and financial implications of decisions</li> <li>Understand and apply financial audit, reporting and compliance obligations</li> <li>Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate</li> <li>Seek specialist advice and support where required</li> <li>Make decisions and prepare business cases paying due regard to financial considerations</li> </ul>

## NSW Public Sector Capability Framework

### Group and Capability Level

### Behavioural Indicators

## Legal Professionals Capability Set

### Group and Capability

### Level

### Behavioural Indicators

#### Legal

#### Level 3

#### Legal Advice

- Independently identify the client, scope, purpose and form of legal advice required in complex, urgent or sensitive matters.
- Clarify and refine instructions where appropriate and assist others to do so.
- Deal independently with vulnerable clients, including where capacity may be in issue or where ethical or cross-cultural issues arise.
- Independently analyse and apply relevant law to complex facts, incorporating policy, probity and operational considerations, and creatively formulating options.
- Independently identify and advise upon emerging legal issues

#### Legal

#### Level 3

#### Statutory Interpretation

- Apply understanding of the legislative process and common law to identify and solve complex issues of statutory interpretation
- Make use of extrinsic materials to resolve ambiguity and complex statutory interpretation issues, consistent with legislative and common law requirements.
- Understand and apply current legislation relating to interpretation of statutes to solve complex interpretation issues.
- Draw on detailed knowledge of the structure and operation of Acts and subordinate legislation in undertaking statutory interpretation