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| **Portfolio** | Communities and Justice |
| **Department** | Department of Communities and Justice |
| **Division/Branch/Unit** | Courts, Tribunals & Service Delivery / Children’s Court |
| **Location** | Sydney |
| **Classification/Grade/Band** | Legal Officer 1 |
| **Role Number** | 50008204 |
| **ANZSCO Code** | 521111 |
| **PCAT Code** | 1111581 |
| **Date of Approval** | 21 September 2016 (updated Oct16) | **Ref:** **CATS0052** |
| **Agency Website** | www.dcj.nsw.gov.au |

# Agency overview

The Department of Communities and Justice (DCJ) is the lead agency in the Communities and Justice Portfolio. Communities and Justice aims to achieve a safe, just, and inclusive New South Wales (NSW) by operating an effective legal system; increasing access to social and affordable housing; protecting children and families; addressing domestic and family violence; promoting public safety; reducing reoffending; and supporting community harmony and social cohesion.

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 by providing services that are effective and responsive to community needs.

# Primary purpose of the role

The Research Associate is responsible for undertaking research and drafting policy on issues of a legal, legislative or administrative nature, as required by the Head of Jurisdiction and Executive Officer. The role undertakes and reports on complex projects and provides high-level support services to the Head of Jurisdiction and Executive Officer.

# Key accountabilities

* Develop and document new court procedures through detailed analysis of legislation, government and organisational policy and consultation with relevant stakeholders to ensure compliance with legislative reforms.
* Undertake legal and social research from a wide range of sources to develop proposals for legislative or policy reform to address issues of judicial, government or community concern.
* Develop and maintain sound working relationships with representatives from State and Commonwealth governments, and other key stakeholders (including the Legal Profession and Members of the Judiciary) to support negotiations and consultations on issues and the development of policy.
* Provide high-level advice and support to the Head of Jurisdiction and Executive Officer on policy issues and stakeholder feedback to facilitate effective decision making.
* Prepare a range of project related documents including forms, draft practice notes, correspondence, briefing notes and research aids to support the development of projects and policy initiatives.
* Co-ordinate and participate in meetings with stakeholders and effectively represent the Head of Jurisdiction and the Department of Justice on high-level committees to communicate objectives and outcomes of the unit.
* Deliver a range of projects, policies and initiatives as directed by the manager to assist with the development and implementation of the Head of Jurisdiction strategic objectives.

# Key challenges

* Developing and maintaining productive communication with stakeholders on issues that impact the jurisdiction whilst maintaining strict confidentiality at all times.
* Meeting deadlines in line with statutory imperatives and other agreed timeframes whilst maintaining attention to detail combined with high quality work outputs.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Head of Jurisdiction | Provides high-level strategic advice and takes direction. |
| Executive Officer | Reports and provides high-level strategic advice and takes direction |
| Judicial Officers  | Provides procedural advice and works collaboratively on relevant working parties and committees.  |
| Ministerial Staff | Provides Feedback  |
| Departmental Staff, Justice Strategy and Policy Department of Justice. | Provides Feedback |
| **External** |  |
| Other government and non-government agencies | Through working parties and committees, work to develop court policies and procedures that will be accepted by stakeholders. Consults, negotiates and develops partnership arrangements. |

# Role dimensions

## Decision making

The role has autonomy in coordinating and managing their work. The Research Associate makes decisions on matters under their direct control. The Research Associate will need to negotiate tasks and deadlines with the Head of Jurisdiction and Executive Officer.

The role holder has discretion in deciding how a task will be conducted, including decisions on who to consult, both within and outside the organisation. The occupant of the role will need to consult with the Head of Jurisdiction and the Executive Officer and take direction on more complex matters.

## Reporting line

The role is functionally responsible to the Head of Jurisdiction but reports directly to the Executive Officer for administrative matters.

## Direct reports

## Nil

## Budget/Expenditure

# Nil

# Key knowledge and experience

* Demonstrated ability to develop policy in a legal environment and to quickly develop a thorough understanding of the legislation and legal principles that governs the procedures of the jurisdiction.
* Ability to prepare written and oral advice on legal, legislative and administrative matters.

# Essential requirements

* Tertiary Qualifications in Law and admitted (or eligible to be admitted) to the legal profession under the Legal Profession Uniform Law (NSW) No 16a or a corresponding law.

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](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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 logo | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | * Represent the organisation in an honest, ethical and professional way
* Support a culture of integrity and professionalism
* Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct
* Recognise and report misconduct and illegal and inappropriate behaviour
* Report and manage apparent conflicts of interest and encourage others to do so
 | Intermediate |
| Personal Attributes logo | **Manage Self**Show drive and motivation, an ability to self-reflect and a commitment to learning | * 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
* Seek feedback from colleagues and stakeholders
* Stay motivated when tasks become difficult
 | Intermediate |
| Relationships logo  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | * 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 |
| Relationships logo  | **Work Collaboratively**Collaborate with others and value their contribution | * Build a supportive and cooperative team environment
* Share information and learning across teams
* Acknowledge outcomes that were achieved by effective collaboration
* Engage other teams and units to share information and jointly solve issues and problems
* Support others in challenging situations
* Use collaboration tools, including digital technologies, to work with others
 | Intermediate |
| Results logo | **Plan and Prioritise**Plan to achieve priority outcomes and respond flexibly to changing circumstances | * Understand the team and unit objectives and align operational activities accordingly
* Initiate and develop team goals and plans, and use feedback to inform future planning
* Respond proactively to changing circumstances and adjust plans and schedules when necessary
* Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals
* Accommodate and respond with initiative to changing priorities and operating environments
 | Intermediate |
| Results logo | **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | * Research and apply critical- thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence
* Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
* Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
* Seek contributions and ideas from people with diverse backgrounds and experience
* Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
* Identify and share business process improvements to enhance effectiveness
 | Adept |
| Business Enablers logo | **Technology**Understand and use available technologies to maximise efficiencies and effectiveness | * Display familiarity and confidence when applying technology used in role
* Comply with records, communication and document control policies
* Comply with policies on the acceptable use of technology, including cyber security
 | Foundational  |

# 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 logo |  |  |  |
| 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 logo  |  |  |  |
| Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Foundational |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
| Results logo |  |  |  |
| Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Foundational |
| Business Enablers logo |  |  |  |
| Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
| Project Management | Understand and apply effective project planning, coordination and control methods | Foundational |