

# Role Description

## Director - NRRC Law



Regional  
NSW

Cluster/Agency	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Legal and Governance
Location	NSW - Negotiable
Classification/Grade/Band	Band 1
Senior Executive Work Level Standards	Work Contribution Stream: Professional/Technical/Specialist
ANZSCO Code	271299
PCAT Code	1218192
Date of Approval	June 2022
Agency Website	<a href="http://www.regional.nsw.gov.au">www.regional.nsw.gov.au</a>

### Agency Overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has responsibility for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

The Northern Rivers Reconstruction Corporation (NRRC) is a development corporation established following the 2022 floods across Lismore and Northern Rivers region of NSW. The NRRC will manage the rebuilding of communities in the local government areas of Ballina, Byron, Clarence Valley, Lismore, Richmond Valley, Tweed, and Kyogle by coordinating planning, rebuilding and construction work across multiple government agencies.

The NRRC will operate as a 'front door to government' for all reconstruction and development activities in the Northern Rivers. It will set and implement reconstruction priorities in the region, and to work with government agencies and departments to deliver those priorities quickly.

### Primary purpose of the role

The Director Legal - NRRC will lead and coordinate the delivery of legal advice and services to support the work of the NRCC.

### Key accountabilities

- Lead and coordinate the delivery of legal advice and services for the NRCC.
- Deliver and facilitate the delivery of legal advice that is clear, accurate, comprehensive, timely, solution-focused and addresses legal risk.
- Manage and coordinate preparation and settling of high-quality legal documentation
- Provide legal services to the NRRC as required, including review and contribute to policy and other documentation before release.
- Where required, contribute to the preparation of Executive and Ministerial briefings to inform decision making.
- Provide legal assistance and guidance generally as requested by the General Counsel, other Departmental legal directors, or the Chief Executive of the NRRC.

- Plan, prioritise and deliver legal work to meet NRRC deadlines.
- Ensure legal risks are identified and raised with the General Counsel, other Departmental legal directors, and the Chief Executive of the NRRC and proactively work with the NRRC to facilitate solutions.

### Key challenges

- Managing competing strategic priorities and deliverables in a time constrained environment.
- Ensuring consistent high quality strategic and responsive legal advice and services.
- Fostering relationships with key clients and stakeholders including the NRRC Executive and staff.

### Key relationships

Who	Why
<b>Ministerial</b>	
Ministers and Ministerial offices	<ul style="list-style-type: none"> <li>• May give expert legal advice to relevant Ministers and Ministers' offices in relation to the work of the NRCC as required.</li> </ul>
<b>Internal</b>	
General Counsel and Directors in the legal Branch	<ul style="list-style-type: none"> <li>• The role reports directly to the Director, Regional Resources and Legislation, seeking feedback and exchanging information. The role is also part of the leadership team for Legal and Governance.</li> </ul>
Other members of the Legal Branch	<ul style="list-style-type: none"> <li>• The Director will need to work with other members of the Branch to seek assistance and to share information and expertise.</li> </ul>
Secretary/ Senior Executive of Department	<ul style="list-style-type: none"> <li>• Provide expert advice and legal services in connection with the NRRC to the Secretary and Senior Executives in the Department.</li> </ul>
Key clients	<ul style="list-style-type: none"> <li>• Provide legal advice and services and develop ongoing relationships with the Chief Executive of the NRRC and other staff to align resources to priorities, offer innovative legal solutions and identify key legal risks and deliver work to NRRC timeframes.</li> </ul>
<b>External</b>	
Other Clusters	<ul style="list-style-type: none"> <li>• Build and leverage relationships with legal officers in other agencies, including Department of Planning and Environment.</li> </ul>

### Role Dimensions

#### Decision making

- Has a high degree of autonomy in forming legal views and providing expert legal services in relation to the work of the NRRC.
- Plans and determines priority of legal work to deliver to NRRC deadlines.
- Coordinates legal outsourcing.
- Engages proactively at the Executive level (and below) in the Department and the NRRC to deliver timely, accurate legal advice, identify and address key legal risks in connection with the work of the NRRC.

#### Reporting line

Director, Regional Resources and Legislation.

## Direct reports

None.

## Budget/Expenditure

N/A

## Key knowledge and experience

- Superior current knowledge and expertise in two or more areas of Law:
  - planning and environment
  - property
  - commercial
  - major projects and infrastructure
- Knowledge of local or State government desirable.

## Essential requirements

- Eligible to hold a current practicing law certificate in NSW.

## 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
	<b>Display Resilience and Courage</b> Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"><li>• Create a culture that encourages and supports openness, persistence and genuine debate around critical issues</li><li>• Provide clear exposition and argument for agreed positions while remaining open to valid suggestions for change</li><li>• Raise critical issues and make tough decisions</li><li>• Respond to significant, complex and novel challenges with a high level of resilience and persistence</li><li>• Consistently use a range of strategies to remain composed and calm and act as a stabilising influence even in the most challenging situations</li></ul>	Highly Advanced

<p><b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values</p>	<ul style="list-style-type: none"> <li>•</li> <li>• Model the highest standards of ethical and professional behaviour and reinforce their use</li> <li>• Represent the organisation in an honest, ethical and professional way and set an example for others to follow</li> <li>• Promote a culture of integrity and professionalism within the organisation and in dealings external to government</li> <li>• Monitor ethical practices, standards and systems and reinforce their use</li> <li>• Act promptly on reported breaches of legislation, policies and guidelines</li> </ul>	Advanced
 <p>Relationships</p>	<p><b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives</p> <ul style="list-style-type: none"> <li>• Promote a customer-focused culture in the organisation and consider new ways of working to improve customer experience</li> <li>• Ensure systems are in place to capture customer service insights to improve services</li> <li>• Initiate and develop partnerships with customers to define and evaluate service performance outcomes</li> <li>• Promote and manage alliances within the organisation and across the public, private and community sectors</li> <li>• Liaise with senior stakeholders on key issues and provide expert and influential advice</li> <li>• Identify and incorporate the interests and needs of customers in business process design and encourage new ideas and innovative approaches</li> <li>• Ensure that the organisation's systems, processes, policies and programs respond to customer needs</li> </ul>	Advanced
<p><b>Influence and Negotiate</b> Gain consensus and commitment from others, and resolve issues and conflicts</p>	<ul style="list-style-type: none"> <li>• Negotiate from an informed and credible position</li> <li>• Lead and facilitate productive discussions with staff and stakeholders</li> <li>• Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>• Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes</li> <li>• Influence others with a fair and considered approach and sound arguments</li> <li>• Show sensitivity and understanding in resolving conflicts and differences</li> <li>• Manage challenging relationships with internal and external stakeholders</li> <li>• Anticipate and minimise conflict</li> </ul>	Adept
<p><b>Deliver Results</b></p>	<ul style="list-style-type: none"> <li>• Seek and apply the expertise of key individuals to achieve organisational outcomes</li> </ul>	Advanced



Achieve results through the efficient use of resources and a commitment to quality outcomes

- Drive a culture of achievement and acknowledge input from others
- Determine how outcomes will be measured and guide others on evaluation methods
- Investigate and create opportunities to enhance the achievement of organisational objectives
- Make sure others understand that on-time and on-budget results are required and how overall success is defined
- Control business unit output to ensure government outcomes are achieved within budgets
- Progress organisational priorities and ensure that resources are acquired and used effectively

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### Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Establish and promote a culture that encourages innovation and initiative and emphasises the value of continuous improvement Highly Advanced
- Engage in high-level critical analysis of a wide range of complex information and formulate effective responses to critical policy issues
- Identify and evaluate organisation-wide implications when considering proposed solutions to issues
- Apply lateral thinking and develop innovative solutions that have a long-lasting, organisation-wide impact
- Ensure effective governance systems are in place to guarantee quality analysis, research and reform

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### Demonstrate Accountability

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

- Design and develop systems to establish and measure accountabilities Advanced
- Ensure accountabilities are exercised in line with government and business goals
- Exercise due diligence to ensure work health and safety risks are addressed
- Oversee quality assurance practices
- Model the highest standards of financial probity, demonstrating respect for public monies and other resources
- Monitor and maintain business-unit knowledge of and compliance with legislative and regulatory frameworks
- Incorporate sound risk management principles and strategies into business planning



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### Project Management

Understand and apply effective planning, coordination and control methods

- Understand all components of the project management process, including the need to consider change management to realise business benefits Adept

- 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



**Manage and Develop People**

Engage and motivate staff, and develop capability and potential in others

- 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

Adept

**Inspire Direction and Purpose**

Communicate goals, priorities and vision, and recognise achievements

- Promote a sense of purpose, and help the team to understand the strategic direction of the organisation and the needs of customers and stakeholders
- Translate broad organisational strategy and goals into tangible team goals and explain the links for the team
- Ensure that team objectives and outcomes lead to the implementation of government priorities and create value for customers and stakeholders
- Work to remove barriers to achieving goals

Adept

**Occupation specific capability set**

<p><b>Statutory Interpretation</b> Interpret legislation, subordinate legislation and instruments in accordance with legislation and accepted legal principles</p>	<ul style="list-style-type: none"> <li>• Apply understanding of the legislative process and common law to identify and solve complex issues of statutory interpretation.</li> <li>• Make use of extrinsic materials to resolve ambiguity and complex statutory interpretation issues, consistent with legislative and common law requirements.</li> <li>• Understand and apply current legislation relating to interpretation of statutes to solve complex interpretation issues.</li> <li>• Draw on detailed knowledge of the structure and operation of Acts and subordinate legislation in undertaking statutory interpretation.</li> </ul>	Level 3
<p><b>Legislative Development and Drafting</b> Provide legal services relating to legislative proposals and legislative drafting</p>	<ul style="list-style-type: none"> <li>• Provide expert advice and insight into the preferred legislative mechanisms for developing significant, complex or sensitive legislation and the potential impact of complex legislative or legal policy proposals.</li> <li>• Determine and resolve complex and politically sensitive issues relating to legislation and legislative proposals and provide drafting guidance in relation to such issues.</li> <li>• Provide leadership in determining the preferred legislative options for resolving complex incomplete or politically sensitive policy proposals.</li> <li>• Draft and settle significant and complex legislation (including uniform legislation) which resolves legislative issues arising from Cabinet decisions and maintains legal integrity.</li> <li>• Lead the development of legislative drafting policy, style and practices</li> </ul>	Level 4
<p><b>Legal Drafting</b> Prepare legal documents to achieve client outcomes</p>	<ul style="list-style-type: none"> <li>• Draft complex court and tribunal documents with guidance in contentious or significant matters.</li> <li>• Draft complex court and tribunal documents to implement litigation strategies while complying with procedural, evidentiary and ethical requirements.</li> <li>• Draft legally complex transactional documents, adapting precedents or drafting bespoke documents as required, to meet the requirements of the transaction or project and appropriately manage legal risk.</li> <li>• Uses advanced legal knowledge and experience to draft, review or amend complex legal documents which comply with policy, achieve the client's purpose, and minimise legal and commercial risk.</li> <li>• Apply advanced legal knowledge and understanding of stylistic and mechanical requirements to drafting transactional documents, interpreting and negotiating provisions as required.</li> <li>• Provide supervision to other legal professionals in preparing legal documents to assure the quality of documentation.</li> </ul>	Level 3


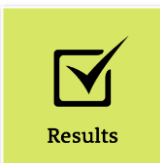
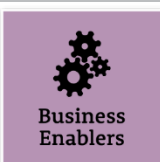
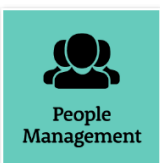
## Complementary capabilities




*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 are not relevant for recruitment purposes however may be relevant for future career development.

## COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Advanced
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Highly Advanced
	Work Collaboratively	Collaborate with others and value their contribution	Advanced
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Advanced
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
 People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Adept

## Occupation specific capability set

 Legal	Legal Advice	Provide quality independent legal advice and explanation of legal issues	Level 3
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