



Key Responsibilities

- Provide administrative support as requested by Deputy General Counsel, Legal Counsels and Legal Business Coordinator
- Manage and coordinate all new legal engagements
- Overall management of external legal engagements including estimates and legal cost reporting
- Account Management including maintaining project expenditure sheets
- Assist with Shopping Carts – Transport Equip
- Assist with monthly accruals
- Assist with TfNSW CPD Seminars and Projects Community in Practice meetings
- Diary management
- Legal Counsel email (on behalf)
- Customer Service
- Manage adopted processes and systems
- Contribute and take notes at meetings as required

Key Stakeholders

- The Secretary and Deputy Secretaries
- Parramatta Light Rail Project Team, including Program Director
- Legal teams of Operating Agencies of other Government agencies
- External Legal Service Providers
- NSW and Federal Courts

Accountabilities

Teamwork – Work cooperatively with other members of the Transport for NSW and Operating Agencies legal team, exchange information and assist other team members to achieve team objectives and work outcomes.

Operational Management – Assist in the development of business plans, budgets, risk management plans and legal cost reporting to ensure administrative activities in the Legal & Governance Branch are efficiently delivered.

Safety – Comply with the Safety Requirement, Safety Responsibilities, Authorities and Accountabilities within the Safety Management System.

Ethics and Probity – Promote public sector values of integrity, trust, service and accountability, the organisation’s Code of Conduct, and manage business processes to ensure the proactive identification of risk and the review and improvement of systems designed to minimise or eliminate fraud and corruption. Maintain absolute confidentiality in relation to all legal and staff matters.

Prioritisation of Issues – Contribute to achieving effectiveness of senior executive management by identifying, prioritising and determining urgency of the critical issues for Legal Counsel’s attention and support.

Secretarial Support – Provide high level executive secretarial and administrative support to the Legal Counsel, including assisting with the preparation of confidential briefing notes, ministerials and memoranda to ensure completion within specified timeframes.

Diary Management – Organise meetings and conferences for Legal Counsel, including booking venues, sending invitations and preparing agendas and meeting documentation. Maintain diaries including arranging of training and travel and monitoring and managing the urgency and appropriate diversion of incoming calls.