

# Role Description

## Lawyer D

Cluster/Agency	Independent Pricing and Regulatory Tribunal
Division/Branch/Unit	Legal
Location	Sydney, NSW
Classification/Grade/Band	Lawyer D
Kind of Employment	Temporary/Ongoing
ANZSCO Code	271299
Role Number	TBA
PCAT Code	1228192
Date of Approval	July 2018
Agency Website	<a href="http://www.ipart.nsw.gov.au">www.ipart.nsw.gov.au</a>

### Agency overview

IPART provides independent regulatory decisions and advice to protect and promote the ongoing interests of the consumers, taxpayers and citizens of NSW. We act with integrity, earn trust and deliver excellence.

We are the independent regulator for the water, public transport, local government, electricity and gas industries and the Energy Savings Scheme in NSW. We also undertake reviews and investigations into a wide range of economic and policy issues and perform a number of other roles at the NSW Government's request.

### Primary purpose of the role

The Lawyer D is responsible for providing legal advice and drafting legal documents to provide support to the Director Legal and IPART Industry Teams. The role provides legal advice, drafts legal and regulatory documents, reviews and comments on documents, liaises with stakeholders and external advisors and responds to legal matters where legal precedent exists.

### Key accountabilities

- Provide high quality, timely legal advice in consultation with the Director Legal on matters with precedent, such as advising on statutory requirements to which IPART is subject, to ensure organisational objectives are met
- Draft high quality, clear and concise legal and regulatory documents, and review and amend such documents, to enable effective regulatory activity
- Deliver legal research and analysis that supports IPART's programs and core objectives by leveraging online legal research tools and databases to provide high quality advice to the Tribunal, Delegated Tribunals and Industry Teams
- Contribute to the delivery of projects such as organisational legal updates and the annual report to ensure legal information is communicated effectively to Industry Teams and external stakeholders
- Liaise with IPART's external legal advisers to ensure the delivery of legal advice is to a high standard and meets required timeframes and budgets

- Liaise and consult with officers of NSW Treasury, the Department of Premier and Cabinet and other regulators, government agencies, special interest or community groups and stakeholders to collaborate regarding legislative and government policy changes

## Key challenges

- Balancing competing deadlines in a highly complex and demanding work environment ensuring high attention to detail and quality output often within a tight timeframe
- Maintaining knowledge of legislative and policy developments in areas relevant to IPART's functions to ensure the provision of accurate and high quality legal advice to stakeholders
- Considering and testing the merits and possible adverse consequences of all courses of action and identifying potential legal implications of a range of policy choices

## Key relationships

Who	Why
<b>Internal</b>	
General Counsel, Director Legal	Determine strategic work priorities and provide regular project progress updates. Collaborate on legally complex or politically sensitive issues
Tribunal and Delegated Tribunals	The Tribunal and Delegated Tribunals are the decision-makers within IPART
IPART Project Team	Provide legal advice and support to projects
<b>External</b>	
External Legal Advisors	Coordinate the delivery of work and the consultancy process
Other Government Agencies and Stakeholders	Collaborate regarding legislative and government policy changes

## Role dimensions

### Decision making

The Lawyer D is responsible for providing legal advice to the Tribunal, Delegated Tribunals and Industry Teams to enable effective regulatory implementation. The role is expected to make decisions as to how to resolve legal issues in consultation with the Director Legal.

The role is accountable for the quality and integrity of legal advice provided.

### Reporting line

Director Legal

### Direct reports

Nil

## Budget/Expenditure

Nil

## Essential requirements

- Tertiary qualifications in law
- Eligible to hold a practising certificate in NSW





## 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	Intermediate
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Intermediate
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Intermediate</b>
	<b>Plan and Prioritise</b>	<b>Adept</b>
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>

## Legal Professionals Capability Set

Capability Group	Capability Name	Level
	Legal Advice	Level 1
	Legal Drafting	Level 1

### 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> Act with Integrity	Adept	<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> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>Tailor communication to the audience</li> <li>Clearly explain complex concepts and arguments to individuals and groups</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Create opportunities for others to be heard</li> <li>Actively listen to others and clarify own understanding</li> <li>Write fluently in a range of styles and formats</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	Intermediate	<ul style="list-style-type: none"> <li>Complete work tasks to agreed budgets, timeframes and standards</li> <li>Take the initiative to progress and deliver own and team/unit work</li> <li>Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>Seek and apply specialist advice when required</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work</li> <li>Initiate, prioritise, consult on and develop team/unit goals, strategies and plans</li> <li>Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses</li> <li>Ensure current work plans and activities support and are consistent with organisational change initiatives</li> <li>Evaluate achievements and adjust future plans accordingly</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options</li> <li>Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>Prepare clear project proposals and define scope and goals in measurable terms</li> <li>Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>Prepare accurate estimates of costs and resources required for more complex projects</li> <li>Communicate the project strategy and its expected benefits to others</li> <li>Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>Evaluate progress and identify improvements to inform future projects</li> </ul>

## Legal Professionals Capability Set

Group and Capability	Level	Behavioural Indicators
<b>Legal</b> Legal Advice	Level 1	<ul style="list-style-type: none"> <li>Identify the purpose, scope and form of legal advice required.</li> <li>Obtain relevant information and seek clarification or further information where necessary.</li> <li>Identify vulnerable clients and manage related legal issues under supervision.</li> <li>Analyse and apply relevant law to the facts, incorporating policy, probity and operational considerations, and considering the options available to the client, under supervision.</li> <li>Identify potential legal risks applicable to the advice being provided and non-complex risk management strategies, under supervision.</li> </ul>

## Legal Professionals Capability Set

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"><li>• Recognise where external legal expertise may be required; instruct external legal services providers and assemble legal briefs.</li><li>• Manage relationship with external legal services providers.</li><li>• Ensure that legal services provided meet client expectations (quality, timeliness etc) under supervision.</li></ul>