

Role Description

Paralegal



Planning,
Industry &
Environment

Cluster	Planning, Industry and Environment
Agency	Department of Planning, Industry & Environment
Division/Branch/Unit	Governance & Legal Services
Location	Parramatta
Classification/Grade/Band	Clerk Grade 5/6
Role Number	Various
ANZSCO Code	TBC
PCAT Code	TBC
Date of Approval	February 2020
Agency Website	www.dpie.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster (DPIE) was formed in 2019. The Cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. There is a strong emphasis on regional NSW.

Primary purpose of the role

The paralegal is responsible for providing timely and effective paralegal support to the legal teams to assist solicitors in carrying out work for clients.

Key accountabilities

- Provide effective legal and administrative support to the Legal division so that legal work is supported by necessary background information and assistance and the division operates efficiently.
- Research and analyse legal issues as requested by the Legal division staff to support innovative approaches to the provision of legal advice.
- Assist Legal division staff with tasks related to litigation and the legislative reform process so that legislative reform is delivered in accordance with Government objectives and timeframes.
- Develop and maintain current knowledge in relation to the legal practice areas in which the paralegal works.
- Work collaboratively as part of a multidisciplinary team by promoting consistency, rigour and knowledge transfer.
- Complete other duties under direction.

Key challenges

- Manage multiple projects and issues effectively across the Legal teams within a tight timeframe.

- Maintain confidential and privileged information in an appropriate manner.

Key relationships

Who	Why
Internal	
General Counsel	<ul style="list-style-type: none"> • Escalate issues to and receive assigned work and guidance.
Director	<ul style="list-style-type: none"> • Liaise to receive instructions and understand work priorities • Provide progress reports on work outcomes • Keep informed of and escalate new or emerging issues or conflicts
Team Members	<ul style="list-style-type: none"> • Collaborate to share information on programs and projects • Participate in team meetings and contribute ideas to improve program, service delivery and work outcomes

Role dimensions

Decision making

Receives advice and guidance from the Manager but has responsibility for setting own work priorities and ensuring completed accurately and within deadlines.

Reporting line

The paralegal reports to the Director/s

Direct reports

Nil.

Budget/Expenditure

Nil.

Essential requirements

Relevant tertiary qualifications and / or demonstrated equivalent relevant experience.





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

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

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
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> • 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> • Maintain own motivation when tasks become difficult • Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Commit to Customer Service	Foundational	<ul style="list-style-type: none"> • Understand the importance of customer service • Help customers understand the services that are available • Take responsibility for delivering services which meet customer requirements • Keep customers informed of progress and seek feedback to ensure their needs are met • Show respect, courtesy and fairness when interacting with customers
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> • Take responsibility and be accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about their application by self and others • Be alert to risks that might impact the completion of an activity and escalate these when identified • Use financial and other resources responsibly
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> • Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies