

# Role Description

## Senior Law Reform Officer, Strategic Law Reform Unit

<b>Cluster</b>	Stronger Communities
<b>Agency</b>	Legal Aid NSW
<b>Division/Branch/Unit</b>	Executive (Law Reform Unit)
<b>Location</b>	Central Sydney
<b>Classification/Grade/Band</b>	Legal Officer grade IV
<b>ANZCO Code</b>	271311
<b>PCAT Code</b>	2118192
<b>Date of Approval</b>	23 September 2020
<b>Agency Website</b>	<a href="http://www.legalaid.nsw.gov.au">www.legalaid.nsw.gov.au</a>

### Agency overview

Legal Aid NSW is the largest legal aid agency in Australia, comprising a Central Sydney office and 28 regional offices in metropolitan and regional centres across NSW and a number of specialist services and advice clinics. It was established under the Legal Aid Commission Act 1979 as an independent authority to assist economically and socially disadvantaged people to understand and protect their rights in the legal system. People with disability, from people from culturally and linguistically diverse backgrounds, women and children, Aboriginal and Torres Strait Islander people and people with mental illness are some of the groups who may experience difficulties when enforcing and defending their rights.

Working in partnership with private lawyers, Legal Aid NSW provides legal advice, information and minor assistance and legal representation to eligible people in many areas of law. Legal Aid NSW also provides alternative dispute resolution services, community legal education programs, and publications on legal issues

### Primary purpose of the role

Contribute to the preparation, coordination and review of legal policy and law reform proposals, and submissions in response to government and other proposals and reviews. Contribute to the strategic law reform agenda of Legal Aid NSW.

### Key accountabilities

- Coordinate, prepare and review submissions, reports and correspondence on strategic policy, law reform and other legal policy initiatives on behalf of Legal Aid NSW
- Represent Legal Aid NSW in strategic policy and law reform consultation processes, and on external committees and working groups
- Consult with staff, other legal bodies, representatives of client groups, the Executive and other stakeholders regarding the development of legal policy and law reform proposals, and submissions
- Support the Strategic Law Reform Unit in developing and overseeing a strategic law reform agenda for Legal Aid NSW, and

- Work on complex and sensitive law reform and legal policy projects, and other strategic projects.
- Develop effective means of engaging other Legal Aid NSW Directors and their staff in strategic policy and law reform work so that the work is relevant to their needs and the processes for engagement make efficient use of the time and skills.

## Key challenges

- Initiative and judgement in negotiating and influencing law reform and strategic policy initiatives with senior managers and senior representatives of other government and non-government agencies, and across practice areas in Legal Aid NSW.

## Key relationships

Who	Why
<b>Internal</b>	
Manager, Strategic Law Reform Unit	<ul style="list-style-type: none"> <li>• Allocation of work and direction.</li> </ul>
Members of Executive	<ul style="list-style-type: none"> <li>• Provide advice and consult regarding strategic policy and law reform proposals and submissions.</li> </ul>
Practice areas	<ul style="list-style-type: none"> <li>• Consultation to inform submissions</li> </ul>
<b>External</b>	
External stakeholders, including government agencies	<ul style="list-style-type: none"> <li>• Consult liaise and negotiate on strategic policy and law reform.</li> </ul>

## Role dimensions

### Decision making

The role operates with a level of autonomy in respect to their day to day work priorities and the coordination of work and resources to meet deliverables of strategic Law Reform Unit.

### Reporting line

Manager, Strategic Law Reform Unit

### Direct reports

Nil

### Budget/Expenditure

Nil

## Essential requirements

Legal Qualifications

Practising Certificate





## 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](#).

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

## Legal Professionals Capability Set

Capability Group	Capability Name	Level
	Statutory Interpretation	not applicable
	Legal Research	not applicable
	Legal Advice	not applicable
	Legal Drafting	not applicable
	Litigation and Dispute Resolution	not applicable
	Prosecution	not applicable
	Advocacy	not applicable
	Legislative Development and Drafting	not applicable

### 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> Display Resilience and Courage	Adept	<ul style="list-style-type: none"> <li>• Be flexible, show initiative and respond quickly when situations change</li> <li>• Give frank and honest feedback/advice</li> <li>• Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively</li> <li>• Raise and work through challenging issues and seek alternatives</li> <li>• Keep control of own emotions and stay calm under pressure and in challenging situations</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	Advanced	<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	Advanced	<ul style="list-style-type: none"> <li>• Take responsibility for delivering on intended outcomes</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Make sure team/unit staff understand expected goals and acknowledge success</li> <li>• Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>• Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>• Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>• Use own expertise and seek others' expertise to achieve work outcomes</li> </ul> <hr/> <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>