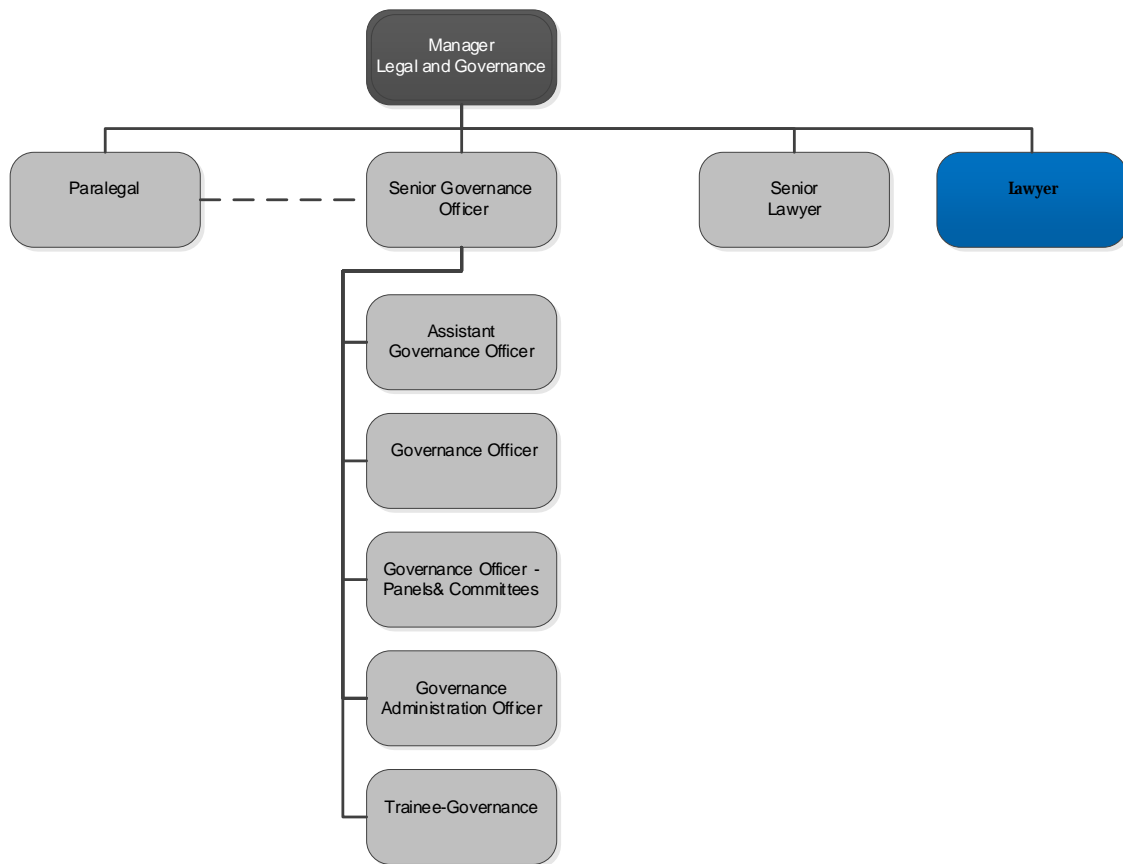


POSITION DESCRIPTION

Position Title	Lawyer
Position Number	27187.1
Division/Directorate	Customer Corporate and Strategy
Branch	Legal & Governance
Grade	15
Band and Level	Band 3 / Level 2
Special Requirements	<p>Special requirements may include:</p> <ul style="list-style-type: none"> • Employment screening including but not limited to, qualification check, criminal record check, • Licensing or registration requirements
Physical and Environmental Demands	<p>There is a requirement for physical, sensory, psychosocial demands.</p> <p>Refer to the TIA for further information</p>
Reports To	Manager Legal and Governance
Authorities	As detailed within the Delegation Register as delegated by the General Manager
Key Direction/s	<p>Welcoming - Embracing our vibrant and diverse community</p> <p>Liveable – Strong and integrated connections between our people and our services</p> <p>Leading – A successful advocate for our people and places</p>

Reporting Structure



Position Purpose

To function as an in-house legal officer within Council’s Legal team particularly with respect to contracts and other legal documents, and legal matters, and to advise and assist its Governance team as needed particularly with respect to policies and procedures.

Key Result Areas

Customer Service – Create a customer centric service environment and reward service excellence.

Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.

Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.

Display Resilience & Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change.

Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.

Key Duties & Responsibilities

1. Undertake research, drafting, review or guidance on legal documents, contracts and other matters as required, and undertake or coordinate (especially with staff and external legal providers) the creation and maintenance of required legal templates to ensure consistency throughout the organisation.

2. Monitor Council's service delivery timeframe for legal services ensuring timely outcomes.
3. Coordinate and manage advice from Council's Legal Services Panel including briefing, liaising with panel firms and overseeing advice and collate legal advice from providers to establish a legal register for the organisation as a reference for staff.
4. Manage the legal invoices process as required and assist in collating statistics for legal expenditure throughout the organisation to ensure budget submissions are timely and well prepared by branch.
5. Organise the delivery of specialised training in conjunction with Council's legal panel as required.
6. Assist with the processing of subpoenas, notices to produce and like documents as required.
7. Prepare Council reports, submissions, briefing papers, policies and correspondence on legal/governance matters.
8. Review and provide guidance on policies, procedures, guidelines, strategies and other corporate documents.
9. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.
10. Continuously display Council's corporate core values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

WHS Responsibility

Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

Risk Management Responsibilities

1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable.
3. Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and
 - follow Council policies and procedures.

Records and Information Management Responsibilities

All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.

Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

Essential Criteria

- Degree qualification in Law or equivalent entitling to admission to practice as a solicitor or barrister in NSW.

- Admission to practice as a solicitor or barrister in the State of New South Wales and a current restricted Practising Certificate allowing legal practice in Council.
- Relevant post admission experience in one or more of the following areas of law: commercial/contract, property, planning, intellectual property, privacy, administrative and local government law.
- Proven ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.
- Proven legal experience preparing, reviewing and advising on a range of legal agreements.
- Proven legal experience reviewing and producing contracts, advice, correspondence, reports, policies, procedures, legal briefs and submissions to a high standard.
- Demonstrated excellent verbal and written communication skills including experience in writing and producing advice, correspondence, reports, policies, procedures, legal briefs and submissions to a high standard.
- Understanding and commitment to ethical practice and always acting with probity.

Desirable Criteria

- Experience in local government or a government environment.
- Working knowledge of Court documents, processes, and protocols.
- Specialist knowledge and skills in interpreting legislation relating to Local Government operations, in particular Local Government Act 1993, Government Information (Public Access) Act 2009, Privacy and Personal Information Protection Act 1998, Environmental Planning and Assessment Act 1979, Health Records and Information Privacy Act 2002 and Public Interest Disclosures Act 1994.
- Knowledge and understanding of government structures and inter-governmental relationships.

Prepared By

Manager Legal and Governance

Date Prepared

June 2025

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Employee Name:

Employee Signature:

Date: