



| Position Description | |
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| Legal Officer | |
| Name of appointed officer: | Vacant |
| Date of appointment: | |
| Date of last review of position description: | April 2017 |

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| 1. | Salary and conditions | |
| | All terms and conditions of employment are consistent with the Clarence Valley Council Enterprise Agreement unless otherwise stated. | |
| | Assessed entry level of position within salary system: | Band 3 Level 2 |
| | Position limit within salary system: (20 Grade structure) | Grade 13 |
| | Status of position: | Permanent |
| | Hours of work per week: | 35 |

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| 2. | Organisational relationships | |
| | Directorate: | Organisational Performance & Governance |
| | Section: | Organisational Performance & Governance |
| | Unit/team: | Governance |
| | Work base: | Grafton |
| | Position responsible to: | Governance Coordinator |
| | Level of support and supervision | Moderate |
| | Level of personal management: | High |
| | Level of teamwork required: | High |
| | Supervision of staff: | Nil |
| | Internal contacts: | All Sections of Council |
| | External contacts: | General public, Law Firms, Government Agencies, Development Industry |

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| 3. | Physical demands of the position |
| | Frequent driving |
| | Prolonged sitting |
| | Prolonged use of keyboard |
| | Carrying out site inspections, walking on natural and constructed ground |

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| 4. | Purpose of the position |
| 4.1 | To prepare briefs for court, provide timely and accurate professional legal advice to the Executive and various Sections of Council and coordinate the provision of legal services to the organisation |
| 4.2 | To ensure knowledge of relevant legislation and legal issues affecting Council and the local government sector in general are current and communicated to internal stakeholders |
| 4.3 | To monitor Council's compliance with any applicable laws, regulations and policies |
| 4.4 | To assist the Governance Coordinator in relation to Council's governance function |

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| 5. | Major duties and responsibilities |
| 5.1 | Provide legal advice to the Section and other areas of Council |
| 5.2 | Prepare legal briefs to Council's legal service providers to ensure Council's requests for advice are clear and relevant to ensure that any response is of maximum benefit to Council |
| 5.3 | Maintain Council's legal compliance register |
| 5.4 | Strive for positive outcomes in favour of Council in matters heard in the NSW Land and Environment Court and other jurisdictions |
| 5.5 | Prepare quarterly reports to Council on current legal action |
| 5.6 | Provide legal advice to Council's Environment, Development and Regulated Services Section including regulatory matters, legislative and policy requirements, review of various orders and notices, research on matters subject to litigation and assist with investigations in relation to compliance matters |
| 5.7 | Review contacts and other agreements entered into between Council and various third parties |
| 5.8 | Make management aware of any breaches of any law, regulation or policy of Council and propose corrective action |
| 5.9 | Establish and maintain effective working relationships across council and with external stakeholders |
| 5.10 | To work with the team on Council's governance function |

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| 6. | Essential criteria |
| | <i>Applicants must address each of the individual criteria listed below in their application.</i> |
| 6.1 | Education and knowledge |
| 6.1.1 | Bachelor of Laws Degree or equivalent |
| 6.1.2 | Demonstrated proficiency in contract law |
| 6.2 | Licences/tickets, clearances, membership |
| 6.2.1 | Current drivers licence |
| 6.3 | Experience |
| 6.3.1 | Demonstrated experience in delivering timely and accurate research of legal and factual issues |
| 6.3.2 | Demonstrated experience in analysing legal issues and providing advice |
| 6.4 | Position related skills |
| 6.4.1 | Demonstrated ability to liaise with and direct legal providers and/or expert witnesses in relation to matters before Court and to case manage legal proceedings |
| 6.4.2 | Demonstrated well developed written and verbal communication skills |
| 6.5 | Work qualities |
| 6.5.1 | Demonstrated commitment to the achievement of organisational goals and objectives |

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| 7. | Desirable criteria |
| | <i>Applicants must address each of the individual criteria listed below in their application.</i> |
| 7.1 | Education and knowledge |
| 7.1.1 | Sound knowledge of the Local Government Act and Protection of the Environment Operations Act |
| 7.1.2 | Diploma or Tertiary qualifications in Town Planning |
| 7.1.3 | Current NSW Practising Certificate |
| 7.2 | Experience |
| 7.2.1 | Previous experience representing Council in the Land and Environment Court and other jurisdictions |
| 7.2.2 | Previous experience or demonstrated knowledge in Local Government enforcement and regulatory environment, and development assessment principles |
| 7.3 | Position related skills |
| 7.3.1 | Demonstrated experience in the preparation of legal briefs that identify appropriate legislation and relevant factual information |

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| 8. | Other features of this position may include |
| | Attendance at public meetings/forums and Council meetings as required |

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| 9. | Generic performance requirements |
| | Ethics/probity – act in accordance with the Code of Conduct. |
| | Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol. |
| | Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System. |
| | Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the Use of skills Clause in the Local Government (State) Award will apply. |

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| 10. | Declaration |
| <p>In signing this declaration I acknowledge that I,, have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.</p> | |
| <p>Signed: Date:</p> <p style="text-align: center;"><i>Employee</i></p> | |
| <p>Signed: Date:</p> <p style="text-align: center;"><i>Manager Human Resources</i></p> | |