

POSITION DESCRIPTION

PARALEGAL/ LAW GRADUATE

POSITION NUMBER	TBA
DIRECTORATE	Office of the General Counsel
SECTION	Legal Services
REPORTS TO	Director Legal Services and General Counsel
DIRECT REPORTS	NIL
GRADE	TBA
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2017
DATE PREPARED	6 October 2017
DATE LAST UPDATED	November 2019

1. PURPOSE OF THE POSITION

Working as part of a team within the Office of the General Counsel, the incumbent will provide high quality legal services to Council as a public authority and statutory body, to ensure the protection of Council's interests.

2. KEY ACCOUNTABILITIES

- 2.1 Support the Council's legal team in the provision of high quality legal services in the areas of planning, local government, environmental law and compliance to ensure that Georges River Council acts within the law and that its interests are protected.
- 2.2 Assist in researching and drafting legal advice on behalf of Council.
- 2.3 Assist with preparation of matters for Land & Environment Court conciliation and hearings.
- 2.4 Assist with preparation of matters for Local Court criminal proceedings.

3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and

which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of Council

8. QUALIFICATIONS

Qualifications.

- 8.1 Legal qualifications/ currently in penultimate year studying law at University.
- 8.2 Experience in interpreting legislation and drafting legal advice.
- 8.3 Excellent written and verbal communication skills.
- 8.4 Experience or interest in planning, environmental and/or local government law.

EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: _____

Signature: _____

Date: _____

