



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Legal Counsel	Level	9
Business Unit	Audit, Risk and Executive Services	Position Number	01769
Directorate	Office of the CEO	Date Established	January 2025
Reporting to	Manager Audit, Risk and Executive Services	Date Updated	January 2025
Direction from	General Counsel		

2. KEY OBJECTIVES

- Provide legal assistance and support with general principles of law, property law, planning law, employment law and industrial relations as well as governance related queries within the regulatory framework of Local Government.
- Responsible for the delivery of high-quality and pragmatic commercial legal advice across various business units to support the City.

3. KEY ACCOUNTABILITIES

- Undertake activities in accordance with the annual Business Unit Plan, Corporate Business Plan and Strategic Community Plan.
- Work activities undertaken efficiently, effectively and within agreed timeframes.
- Correspondence and other written material is of a high standard and content is accurate and in accordance with the City's writing guidelines.
- Ensure all financial activities are undertaken in accordance with the City's purchasing protocols and practices.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols, and practices.
- Comply with Work, Health and Safety (WHS) legislation, City policies, protocols, procedures and other WHS related requirements, and actively support the City safety systems.

4. **KEY ACTIVITIES**

ACTIVITIES

Outcome: Legal advice and support

- Provide legal advice on areas of law relevant to local government including the drafting of a broad range of legal documentation, ensuring that the City's legal risks are effectively managed, and the City's interests are protected and advanced.
- Assist and advise other business units in researching matters relating to property law, planning law, privacy/data, employment law and industrial relations as well as associated governance queries.
- Provide legal support to the commercial and procurement functions to ensure all contracts, agreements and other legal arrangements including tenders are negotiated within an acceptable legal framework.
- Provide accurate, reliable, and timely written and verbal advice to key internal stakeholders.
- Ensure policies, procedures and processes within specialist area or activity are interpreted, drafted, and reviewed through key customer and stakeholder engagement ensuring alignment with the corporate business plan and customer needs.
- Demonstrate resilience and a commitment to provide exceptional levels of service to a local community and service providers.
- Form enduring and trusting relationships with team members, key decision makers, internal stakeholders and external law firms.
- Assist in the representation of the City of Joondalup in the effective resolution of legal and other matters.
- Liaise with external service providers as required. Ensure relationships with customers and stakeholders are effectively maintained, achieving objectives.
- Perform other duties as requested within the scope of this role, knowledge, and experience.

Outcome: Organisational Relationships

- Provide accurate and specialist advice and guidance to others in the organisation to ensure that processes are administered in accordance with relevant legislation and agreed policies, procedures, protocols processes and laws.
- Assist in and provide support and guidance to employees within the legal service area to sustain a team capable of producing the required outputs and adding value to the Directorate.
- Contribute to building a positive culture of collegiality and collaboration in the legal services team and across the organisation, adopting a customer and solutions-based focus in line with contemporary legal practice.
- Liaise with and provide advice to employees of business units who seek assistance with legal matters.
- Show resilience and a commitment to provide exceptional levels of service to a local community and service providers.
- Display behaviours towards customers and team members that align with the City's values.

5. WORK RELATED REQUIREMENTS

Essential Skills, Knowledge, Experience and Qualifications:

Skills:

- Highly developed research, technical drafting, negotiation, advisory and dispute resolution.
- High level legal interpretation and an understanding of the importance to remain informed about legislative requirements in particular relevance to Local Government.
- Ability to successfully lead contract negotiations.
- Attention to detail with a service ethos for internal stakeholders.
- Ability to deal with sensitive, political, and confidential issues.
- Ability to prioritise workloads to achieve deadlines and objectives.
- Highly developed communication, collaboration, presentation and problem-solving skills and a proactive approach to achieving outcomes.
- Highly developed computer literacy including Microsoft Office and contemporary software.
- Ability to work autonomously whilst having a collaborative attitude to team environments.

Knowledge:

- Knowledge, or the ability to gain understanding, of Local Government operations.
- Experience in pre-contract risk assessment, due diligence, contract management and tender and non-tender procurement documentations.
- Knowledge of organisational functions/structures.
- Knowledge, or the ability to gain an understanding of property laws, planning laws, employment law and industrial relations as well as associated governance queries.

Experience:

- 4+ years (consecutive) in private practice law firm with property and regulatory law experience (with exposure to government clients being desirable but not essential).
- Post-Admission Experience (PAE) across contract law, dispute resolution, commercial drafting, and compliance.
- Experience in providing excellent verbal and written legal advice to people with widely varying understanding of legal principles.

Qualifications / Clearances:

- Relevant tertiary qualification and qualified to practice law in Australia.
- Satisfactory National Police Certificate no more than three months old.

6. EXTENT OF AUTHORITY

- Exercises a degree of autonomy but support by General Counsel is available on complex or unusual matters.
- Required to use analytical approach; uses elements of development and creativity within City protocols; appreciates long term goals of the City; knowledge of organisational functions/structures.
- Complex decisions using research and judgement; high level of initiative used to collect and analyse information. Decision can have a high impact on Business Unit or across the organisation.

7. **WORKING RELATIONSHIPS**

Level of Supervision:

- Works under direction from the General Counsel

Internal:

- Audit, Risk and Executive Services
- Executive Leadership Team and executive support officers
- Business Unit Managers
- Employees

External:

- Law Firms
- Local Government authorities
- State Government agencies
- City suppliers/contractors
- Members of the public

8. **POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO THE POSITION	0
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