



APS 5 LEGAL OFFICER

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| Reference: | DVAO1651 |
| Position Number: | TBD |
| Job Title: | Legal Officer |
| APS Level: | APS5 |
| Division: | General Counsel |
| Branch: | Royal Commission Taskforce |
| Section: | Royal Commission Taskforce – Legal |
| Location: | Canberra; Melbourne |
| No. of staff directly supervised: | Nil |
| Immediate Supervisor: | EL1 or EL2 |

Note that the department's Enterprise Agreement sets out the terms and conditions of employment within DVA, including remuneration, relocation and other aspects of working in DVA

Contact Officer Details:

For any job related information required after reading the selection documentation, please contact **s 47E; s 47F**

Where to lodge Applications:

To apply go to <https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home> and complete the on-line application by 11:30pm on 26 January 2023.

For more information:

Contact PSGRecruitment@dva.gov.au

CONTEXT STATEMENT

The Department of Veterans’ Affairs (DVA) exists to meet the Nation’s commitment to care for our veteran and defence service community—the men and women who have served Australia in times of war and conflict as well as peacetime. We do this through programs of care, compensation, commemoration, income support and Defence support services. Our aim is to ensure enhanced self-sufficiency, quality of life, financial wellbeing and community recognition for those we support.

DVA is both a policy and service delivery agency with an annual budget of almost \$12 billion. We have strong relationships with Australian ex-service organisations, the Department of Defence, the international veteran community and international veterans’ administrations.

DVA’s vision is to be a responsive and flexible organisation, efficiently delivering high quality, connected services to all generations of veterans and the wider veteran community.



DVA’s cultural vision, underpinned by the APS Values of ICARE, are:

- We know our clients,
- We are future focused,
- We walk the talk,
- We are connected and we work together, and
- We are capable and empowered to deliver

DUTY STATEMENT

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| Position Number: | TBD |
| Job Title: | Legal Officer |
| APS Level: | APS5 |
| Division: | General Counsel |
| Branch | Royal Commission Taskforce |
| Section: | Royal Commission Taskforce - Legal |
| Location: | Canberra; Melbourne |
| Immediate Supervisor: | Senior Legal Officer (EL1) or Director (EL2) |

The General Counsel Division is a specialist in-house practice that supports lawful implementation of the Department’s objectives by advising on the management of legal risk as well as providing legal advice, litigation and dispute resolution services, legal training and legislation services.

The Royal Commission Taskforce is a specialist team within the General Counsel Division that supports the DVA’s engagement with the Royal Commission into Defence and Veteran Suicide.

We are looking for candidates with relevant experience, flexible thinking and a consistent and reliable work ethic, to join the **Royal Commission Taskforce**.

You need to have strong and efficient administration, liaison and communications skills and the ability to manage conflicting demands to meet deadlines.

The Royal Commission Taskforce:

- monitors Royal Commission proceedings to anticipate the Department’s responsibilities for producing information
- Identifies key issues and exposures, and provides advice on mitigation strategies, Undertaking analysis of key themes and thematic issues emerging from evidence heard by the Royal Commission
- works closely with all areas of DVA, and assist with document identification processes, document review and witness evidence in a fast-paced environment
- prepares responses to Notices issued by the Royal Commission
- provides hearing and witness support to senior departmental officers summoned to appear before the Royal Commission
- works closely with Divisional contacts and the Attorney-General’s Department to response to requests from the Royal Commission and provide instructions to the Commonwealth’s legal representative, the Australian Government Solicitor.

DUTIES

In accordance with the principles of workplace diversity, Work Health and Safety, participative work practices, APS values and APS Employment Principles:

Core Duties for all levels

- Deliver high quality legal services that meet client expectations (including financial), business and legal risk, compliance requirements and professional standards.
- Develop and maintain client relationships with business areas and promote the General Counsel Division as the Department's trusted advisor.
- Supervise (as required) and/or support other section members including contributing to the setting of the direction of work priorities and practices and monitoring work flow for legal support staff as required.
- Further professional legal expertise, through participation in development, training and study opportunities, and meet Continuing Legal Education requirements and other expectations.
- Be responsible for the delivery of moderately complex legal services under general supervision of a more senior lawyer; have "day to day" responsibility for legal matters that are moderately complex in nature and work with more senior practitioners on more complex matters.
- Have a strong understanding of relevant areas of law; the scope of legal work can include litigation, commercial, advising, privacy and legislation.
- Exercise both initiative and judgment in the interpretation of policy and in the application of practices and procedures. Provide detailed technical and professional advice in relation to moderately complex problems. Assist in strategic planning, program and project management.

Relevant experience working in connection with a Royal Commission, or with large scale document discovery processes, is considered highly advantageous for roles with the Royal Commission into Defence and Veteran Suicide Taskforce.

SELECTION CRITERIA

Your application will be assessed against the relevant APS level within the Integrated Leadership System (ILS)

You will be assessed on your ability to perform the core duties outlined previously, to be successful you are expected to have:

- Sound decision-making and judgement to produce high-level legal advice across different areas of the department's operations, which may include corporate management or service delivery.
- Demonstrate initiative and have sound verbal and interpersonal communication and customer service skills, including the ability to provide appropriate advice and high quality customer service.
- Proactively and effectively manage your own time and a large caseload in the context of competing priorities.
- Apply accuracy and attention to detail.

STATEMENT OF CLAIMS

Candidates apply by submitting a 500 word statement of claims, also known as a 'one page pitch'.

Candidate's statement of claims outline their skills, knowledge and experience and why they should be considered for the role taking into consideration the duties and selection criteria (ILS).

ELIGIBILITY

Must have at least a Bachelor of Laws degree (or equivalent) from a recognised Australian tertiary education provider.

Admission as a legal practitioner of the High Court or the Supreme Court of a State or Territory of Australia and must possess, or be eligible to obtain a practising certificate is highly desirable.