



Senior Business Coordinator – legal Services

Position Number:	101802	Portfolio:	Strategy and Performance
Classification:	Level 6	Reports to:	Director Legal Services, SCL6
Location:	Joondalup	Direct Reports:	NIL

Description

The Senior Business Coordinator – Legal Services reports to the Director Legal Services and supports the functions of the Department of Water and Environmental Regulation (DWER) and associated entities by providing efficient and high-quality administrative, paralegal, project and business support to the Director Legal Services and to the department's Legal Services Branch (LSB) within a confidential and sensitive environment.

This role includes effectively engaging and collaborating with internal stakeholders, government agencies, and partners to ensure the effective, efficient and client focused operation of the LSB. purpose.

Responsibilities

In context of above description, the role:

- Assisting in developing and implementing business improvements to enhance the performance and operational capabilities of the LSB.
- Coordinating, managing and maintaining the Legal Case Management System (LCMS) including allocation and management of legal requests for advice, organising the legal advice, precedents and knowledge database, and monitoring, analysing and reporting on KPIs used to assess the business activity of the LSB.
- Delivering administrative functions for the LSB including payment of invoices, acquittal of corporate credit card, coordinating and organising subscriptions, memberships, Australian Practising Certificates and CPD events for department lawyers, maintaining leave and work arrangements roster and management of legal library.
- Assisting with coordination and intranet publication of in-house legal training modules for officers of the department.
- Operating effective information management and record-keeping practices including ensuring compliance with the State records management requirements, and coordinating the reporting and recording of litigation outcomes.
- Supporting the Director Legal Services in recruitment processes in accordance with relevant policies and procedures.
- Coordinating meetings, agendas and preparation of relevant documentation.
- Arranging brokerage of legal services from the State Solicitors Office (SSO), including preparing and collating briefs for prosecutions and preparing instructions for SSO advice.
- Providing and coordinating legal research and providing paralegal services to the LSB team.
- Preparing, formatting and collating a wide range of legal documents, reports, templates, opinions, precedents and correspondence.
- Promoting the Department's values, including values regarding cultural competency and an understanding of First Nations culture and history, and contributing to the Department's strategic outcomes as required.
- Performing duties in accordance with departmental policies, procedures and relevant public sector legislation.



- Upholds equity, diversity and inclusion, work health and safety and ethical principles in all aspects of this role.
- Promotes and ensures a safe workplace, addressing both physical and psychosocial safety.
- Demonstrates leadership behaviours and upholds our values in all actions.
- Applies curiosity and performs other duties as required

Our people, our leaders, our values

At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be a [Leading Others](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.

We serve to make a difference | We build trust | We care | Open minds | Better together

Work Related Requirements

Read these requirements in context of the above contents.

1. You have strong organisational and coordination skills, demonstrated through supporting high-performing teams in complex environments, ensuring priorities are managed effectively and outcomes are delivered to a high standard (*you lead adaptively*).
2. You have demonstrated skills and experience in operating and maintaining business and information management systems, including record-keeping processes, ensuring compliance with organisational and legislative requirements (*you think through complexity*).
3. You have demonstrated legal support and/or paralegal skills and experience, with a sound understanding of legal procedures and processes, enabling you to provide accurate and timely support in a regulatory or legal environment (*you deliver on high leverage areas*).
4. You have high-level interpersonal and communication skills, with the ability to negotiate, influence, and resolve issues, while drafting and implementing stakeholder engagement plans that foster trust and collaboration across diverse stakeholders (*you lead collectively*).
5. You have demonstrated experience in business operations, workforce planning, and continuous improvement, contributing to efficient service delivery and the development of sustainable organisational capability (*you deliver on high leverage areas*).

Desirable

6. Experience in assisting in implementing business improvement initiatives to achieve outcomes in a time sensitive environment.
7. Paralegal and/or practice management qualifications.
8. Knowledge of the water and environmental legislation administered by the department.

Special Requirements

- The department will conduct a national police check before offering employment.