



## Job Description Form

### Legal Officer

Position Number:	101136	Portfolio:	Strategy and Performance
Classification:	Specified Calling Level 3	Reports to:	Principal Legal Officer, Level SCL 5
Location:	Joondalup	Direct Reports:	Nil

### Description

*The Legal Officer provides legal advice in an accurate, timely and solution focused manner to support Departmental staff on environmental, water, contract and other legislative matters under the direction of the Senior Legal Officer or Principal Legal Officer.*

*This role effectively engages and collaborates with key First Nations and other stakeholders, government agencies, and partners to deliver respectful and well-informed advice.*

### Responsibilities

*In context of above description, the role:*

- Preparing, researching and providing legal advice on water and environmental legislation and regulations, policies, guidelines and procedures, contracts and administrative and public law, to staff of the Department, and statutory bodies and committees supported by the Department.
- Assisting with litigation on behalf of the Department and statutory bodies and committees supported by the Department.
- Seeking legal services and advice from State Solicitor's Office, Parliamentary Counsel's Office and other external providers as directed.
- Contributing to identifying and managing legal risks across the Department based on regular review of legal services provided, or emerging risks as identified.
- Contributing to the development of policies, standards and strategies to ensure compliance with the relevant legal requirements as directed.
- Contributing to and developing in-house training for operational staff in the use of and application of legislation and the processes and legal instruments used in the Department as directed.
- Maintaining skills, knowledge and competency levels in relation to water, environmental, contract, administrative and public law and as required by the Legal Profession Uniform Law Application Act 2022 and Regulations.
- Applying the guidelines and principles of the Western Australian Public Sector Code of Ethics and the Department's Code of Conduct within a framework of high ethical standards and behaviour.
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

### 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 [Personal Leader](#). 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

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*Read these requirements in context of the above contents.*

### Essential

1. A Bachelor of Laws Degree, or equivalent, and admitted to practice in the Supreme Court of Western Australia with minimum two years post admission experience.
2. You have demonstrated the ability to interpret and apply legislation, policy, and legal frameworks to support government and organisational objectives in a consistent and compliant manner (*you lead collectively*).
3. You have considerable experience in clearly and sensitively communicating legal advice within regulatory environments, working with internal stakeholders across professional disciplines to support lawful and practical decision-making (*you dynamically sense the environment*).
4. You have sound legal knowledge in administrative law, statutory interpretation and contracts, and apply this expertise to support accurate, lawful, and practical advice (*you embody the spirit of public service*).
5. You have considerable experience and knowledge in researching and advising on legal matters, using sound judgement to assess relevant information and guide decision-makers (*you think through complexity*).
6. You have well-developed conceptual and analytical skills, with the ability to evaluate complex legal issues, identify risks and develop options that support client objectives, demonstrating sound judgement and an ability to respond constructively to ambiguity, challenge and competing perspectives in high-judgement environments (*you think through complexity*).

### Desirable

7. You have experience and knowledge of environmental or water law.

## Special Requirements

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- The department will conduct a national police check before offering employment.
- Eligible to hold a current legal practicing certificate.