


<div data-bbox="319 224 542 448" style="background-color: #0070C0; color: white; border-radius: 50%; width: 140px; height: 100px; display: flex; align-items: center; justify-content: center; margin-bottom: 20px;"> Role Title </div> <div data-bbox="343 481 518 638" style="background-color: #A0C4E0; border-radius: 50%; width: 110px; height: 70px; display: flex; align-items: center; justify-content: center; margin-bottom: 20px;"> Group </div> <div data-bbox="231 1758 375 1870" style="text-align: center;">  </div> <div data-bbox="204 1877 399 1899" style="font-size: 10px; font-weight: bold;">Clarence... a brighter place</div>	Role Title	<p>Senior Lawyer Role Description</p>		
	Group	<p>Governance Group</p>		
	Incumbent	<p>Vacant</p>		
			<p>SIGNATURE:</p>	
			<p>DATE:</p>	
	Head of Governance	<p>Clare Shea</p>		
			<p>SIGNATURE:</p>	
			<p>DATE:</p>	
	Chief Executive Officer	<p>Ian Nelson</p>		
			<p>SIGNATURE:</p>	
			<p>DATE:</p>	

	<p>Position Number: 1250</p>	<p>Development Date: March 2024</p>
--	------------------------------	---

Governance Group Objectives

The Governance Group has primary responsibility for managing and leading Council's legal, risk, procurement, insurance claims and property leasing / licencing activities.

The Legal Services team works closely with other members of the Governance team, including risk, property and procurement, and other workgroups within council in the provision of legal advice and support.

Legal Services Team

The Legal Services team currently consists of the Manager Legal Services and Lawyer. The team provides legal advice and support to the whole of council and oversees the external briefing of legal representatives, engaged on behalf of Council.

Essential Duties and Responsibilities

Under the general direction of the Head of Governance and Manager Legal Services provide general corporate and legal services for the whole of council across a wide range of practice areas including but not limited to:

<ul style="list-style-type: none"><input type="checkbox"/> statutory land use planning<input type="checkbox"/> enforcement matters<input type="checkbox"/> insurance incidents and claims<input type="checkbox"/> Local Government Act and Council By-laws<input type="checkbox"/> right to information<input type="checkbox"/> animal control and regulatory services	<ul style="list-style-type: none"><input type="checkbox"/> property management (including purchase, sale, leasing and licencing)<input type="checkbox"/> contract management<input type="checkbox"/> Building Act / permit authority<input type="checkbox"/> environment and environmental health<input type="checkbox"/> employment, work health and safety and anti-discrimination.

Within each practice area duties include but are not limited to:

- Providing quality advice, guidance, and support to the Council and employees to ensure council's legal and statutory obligations are met.
- Contributing to precedents registers for practice areas and developing and maintaining 'standard form' documents including contracts, agreements, and leases for use by council and its employees.
- Providing advice on property transactions, both routine and complex, planning matters including planning enforcement matters, and representing council at court and/or tribunal where required.
- Researching and compiling evidence materials to support legal actions initiated by council or to defend actions against council and preparing and supervising briefs for externally sourced legal opinions and/or representation.

- Consulting with key internal stakeholders, assisting in the development of policy and procedures to reflect statutory obligations and monitoring and reporting on legislative changes, impacts and likely compliance issues.
- Consulting with key internal stakeholders, preparing and drafting internal documents, including agreements, contracts and prescribed forms including researching and preparing reports to council.
- Providing legal compliance advice that supports and assists the development and implementation of internal and external risk management programs and processes.
- Working individually and as part of the Legal Services team and the Governance workgroup, undertaking corporate projects, research, investigating, analysing, and providing advice and support on specific projects as directed by the Head of Governance and / or the Manager Legal Services.

Contributing to the sharing of knowledge skills and understanding by:

- Mentoring team members, ensuring the sharing of knowledge and building of skills and expertise, valuing others contribution, and providing opportunities for developing staff to build knowledge and skill.
- Leading annual reviews as required, in areas of your responsibility or as designated and make recommendations on opportunities for improvement to your manager.
- Actively participate in decision making and assisting in the facilitation of a positive, supportive culture.

The essential duties and responsibilities of the role are outlined above, however a worker may be directed to carry out such duties and tasks as are within the limits of the worker's skill, competence and training.

Compliance Obligations

Authority and Delegations

The Senior Lawyer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

All employees must:

- comply with all reasonable and lawful directions;
- take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace;
- comply with policies and procedures as amended from time to time (policies and procedures are not incorporated into the contract of employment), including but not limited to council's:
 - Customer Service Framework and Charter;
 - Procurement Policy and Code for Tenders and Contracts;
 - Fraud Policy;
 - Workplace Behaviour and Code of Conduct Policies; and
 - Work Health and Safety Policy and Procedures;
- perform all duties to the best of their ability at all times.

Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as valued members of our community.

We have zero tolerance to child or youth abuse and harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

Organisational Relationship

The Senior Lawyer reports to the Manager Legal Services.

Salary Range

This position is covered by the Clarence City Council Enterprise Agreement #11/2021, or any subsequent agreement.

The position has been sized at Pay Point 35.

Selection Criteria

Essential

- A Bachelor of Laws Degree and hold (or be eligible to hold) a Corporate Practising Certificate in the State of Tasmania with a minimum of five (5) years post admission experience in one or more relevant practice areas in private practice, as in-house counsel, as a government lawyer or in a similar role.
- Extensive demonstrated knowledge and understanding of the legislative framework within which council operates;
- Proven ability to interpret complex legislation, By-Laws and court decisions and undertake complex legal research in relation to Council matters;
- An ability to work effectively to contribute towards team and corporate outcomes and build collaborative relationships;
- Excellent written and verbal communication skills, including the proven ability to:
 - negotiate with internal and external stakeholders;
 - prepare detailed reports and meet deadlines under conflicting pressures; and
 - provide authoritative legal advice relevant to local government;
- Ability to plan and provide clear and consistent information which meets the needs of the council, organisation and customers and use initiative in problem solving;
- Ability to work independently and without direct supervision and also work under direction;
- Ability to work as a member of a small team to contribute to the goals and objectives of the Legal Services team and Governance workgroup; and
- Exceptional organisational skills and appropriate administration skills to be able to work in a busy environment, with competing priorities.

Desirable

- Previous experience in the areas of planning and/or litigious and advisory matters is desirable.

Screening Checks

Appointment will be conditional upon a satisfactory:

- National Police Check YES / NO
- Working with Vulnerable People Check YES / NO
- Medical Check YES / NO
 - Operating computers (about 5 hours per day).
 - Dealing with challenging situations on a regular basis.
 - Governance processes can be stressful and involve strict compliance requirements - must be able to work under pressure.