

Division/Branch/Unit	Workforce & Legal / Legal Support
Salary Classification	Grade 6 to Grade 8 (dependent on knowledge, skills and experience)
Employment type	Permanent
Date of Approval	July 2024

Primary purpose

Undertake research and provide high level advice on a broad range of issues, case law and legislation affecting local government, including:

- Local Government Act and Regulations
- Planning and Environment Law
- Property Law
- Contract Law
- Procurement
- Code of Conduct issues and complaints
- Council meetings and procedures
- Public access to government information
- Privacy

Undertake project work as required.

Key accountabilities

- Research case law and legislation
- Provide high level advice to the Association and its members on a broad range of legal issues
- Assist in the preparation of reports and submissions.

Key challenges

- Keeping up-to-date with changes and developments in legislation affecting local government
- Balancing the expectations of members/clients against what is achievable in conflict situations
- Providing the Association and its members with timely and accurate advice
- Working in interdisciplinary teams.

Key relationships and role dimensions

Who	Why
Members (councils, county councils and related local government bodies)	<ul style="list-style-type: none"> • Develop and maintain effective relationships. • Provide accurate and timely advice on issues that relate to local government.
Chief Executive Director Workforce & Legal Colleagues	<ul style="list-style-type: none"> • Provide accurate and timely advice (e.g. drafting/reviewing contracts, policies and other legal documents). • Develop and maintain effective workplace relationships.

Who	Why
	<ul style="list-style-type: none"> Collaborate on research of issues, exchange information and work with colleagues to provide advice and seek feedback.
Other Local Government	<ul style="list-style-type: none"> Develop and maintain effective relationships.
Associations	<ul style="list-style-type: none"> Maintain awareness of key issues to inform LGNSW policy positions.
Office of Local Government	<ul style="list-style-type: none"> Keep informed of issues or updates in relevant professional area.
Sector Interest groups	<ul style="list-style-type: none"> Maintain professional networks.
Professional networks	

Decision making

- Accountable to the Director Workforce & Legal for delivery on assigned outcomes.
- Operate with degree of autonomy within the responsibilities of the role.

Reporting line

The position reports to the Director Workforce & Legal.

Direct Reports

The position has no direct line management responsibilities.

Essential requirements

- Tertiary qualifications in law, and current practicing certificate as an Australian legal practitioner (solicitor or barrister)
- Experience in interpreting legislation and case law
- Well developed oral and written communication skills
- Demonstrated research skills, including online research
- General knowledge of local government practices and policies
- Knowledge of office-based computer packages
- Class C drivers license (or equivalent).

Highly desirable

- Demonstrated experience providing high level legal advice on issues relating to local government
- Demonstrated experience in drafting/reviewing contracts and other legal documents
- Unrestricted Practising Certificate as an Australian Legal Practitioner.