

Graduate Research Officer (Legal) Position Description

Division/Branch/Unit	Workforce & Legal / Legal Support
Salary Classification	Grade 3
Employment type	Permanent
Date of Approval	October 2022

Primary purpose

Undertake research and provide 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

Provide advice and assistance to the Board of LGNSW on matters of corporate governance, including compliance with the *Fair Work (Registered Organisations) Act 2009*, and the *Corporations Act 2001*.

Undertake project work as required.

Key accountabilities

- Research case law and legislation
- Assist the Association's legal officer and Special Counsel
- Advise councils on legal issues affecting local government
- Provide advice on corporate governance affecting the Board of LGNSW and related entities.
- 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 councils against what is achievable in conflict situations.
- Providing councils with advice that is timely and accurate (under the supervision of the Legal Officer and/or Director Workforce & Legal).
- Providing advice to the Chief Executive and Board (under the supervision of the Special Counsel).
- Working in interdisciplinary teams.

Key relationships and role dimensions

Who	Why
Councils	<ul style="list-style-type: none">• Develop and maintain effective relationships• Provision of accurate and timely advice
Legal Officer Director Workforce & Legal Special Counsel Board of LGNSW	<ul style="list-style-type: none">• Advise and assist the Legal Officer and Director Workforce & Legal in the development of policies and strategies that relate to local government• Develop and maintain effective workplace relationships.• Advise and assist the Special Counsel on corporate governance, and company secretarial tasks.
Colleagues	<ul style="list-style-type: none">• Collaborate on research of issues, exchange information and work with colleagues to provide advice and seek feedback.
Unions Other Local Government Associations Sector Interest groups and peak employer bodies Professional networks	<ul style="list-style-type: none">• Develop and maintain effective relationships.• Maintain awareness of key issues to inform LGNSW policy positions.• Keep informed of issues or updates in relevant professional area.• Maintain professional networks.

Decision making

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

Reporting line

The position reports to the Legal Officer.

Direct Reports

The position has no direct line management responsibilities.

Essential requirements

- You will possess or be working towards the attainment of tertiary qualifications in law
- Hold or be eligible to hold a practising certificate
- 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 or an ability to acquire knowledge of the *Fair Work (Registered Organisations) Act 2009*
- Knowledge of or an ability to acquire knowledge of the *Corporations Act 2001*
- Knowledge of office-based computer packages
- Class C Licence and flexibility to travel is desirable