



# Legal & Procurement Administration Officer

## POSITION PROFILE

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<b>Division</b>	Corporate Support	<b>Status</b>	Full-time
<b>Unit</b>	Governance, Risk & Compliance	<b>Salary Grade</b>	
<b>Reports to</b>	Team Leader Legal & Procurement	<b>Reviewed</b>	October 2020

## STRATEGIC INTENT

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1. **Increased confidence levels**

To ensure our community, employees and stakeholders believe in Council's ability to achieve its strategic outcomes by effectively managing legal risk associated with its services.

2. **Improved sustainability**

To ensure Council can continue to deliver its strategic outcomes by efficiently and effectively managing legal risk.

## POSITION PURPOSE

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As a subject matter expert with cross-functional and multi-disciplinary expertise the purpose of this position is to:

- Support Council lawyers in the conduct and scheduling of legal proceedings on behalf of Council in all Local, State and Federal courts.
- Assist in the provision of interpretation and application of legislation to inform and draft Council Policy
- Support Council's procurement function through research, data analysis and system administration
- Facilitate legislative and policy compliance; to provide cost effective and transparent decision making; and to protect and advance Council and the community's interests
- Embed the preferred organisational culture to maximise the capacity of the organisation to meet the needs of the community and ensuring improved community confidence in Council

In fulfilling this purpose, the position will demonstrate high level strategic thinking and sound technical knowledge, facilitate collaborative and respectful relationships and accept personal accountability for achieving outputs.

## STRUCTURE



## POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Ensure that all litigation involving Council is conducted in accordance with Council's Prosecution and Enforcement Guidelines; model litigant principles; and relevant Court and Practitioner Ethical Rules	<ul style="list-style-type: none"> <li>Provision of adequate support to Lawyers to facilitate outcome</li> </ul>
Support the management of all external legal and non-legal providers to compliment internal service delivery and cost effectively	<ul style="list-style-type: none"> <li>Effective engagement of external service providers</li> </ul>
Manage administration of filing of all court matters for Local Court and Land & Environment Court utilising online systems	<ul style="list-style-type: none"> <li>All court matters lodged within appropriate timeframe</li> </ul>
Undertake research for all Class 1 applications and provide notification to affected parties	<ul style="list-style-type: none"> <li>Applications administered and lodged within required timeframe</li> </ul>
Provide accurate and timely Litigation compliance and performance reporting.	<ul style="list-style-type: none"> <li>Reporting and statistics up to date and available as required</li> </ul>
Ensure that all legal advice and consultancy relating to contracts for goods and services to Councillors, Council management and employees is ethical, proactive, legally and commercially effective and timely.	<ul style="list-style-type: none"> <li>Provision of adequate support to Lawyers to facilitate outcome</li> </ul>
Support the effective preparation of tender documentation, conduct of the public tender process, tender assessment and contractor selection and contract documentation	<ul style="list-style-type: none"> <li>Provision of adequate support to the Tendering &amp; Contracts Advisor and Procurement Officer to facilitate outcome</li> </ul>
Assist in the identification, acquisition and management of the resources and suppliers that are essential to the operations of Council.	<ul style="list-style-type: none"> <li>Provision of adequate support to the Tendering &amp; Contracts Advisor and Procurement Officer to facilitate outcome</li> </ul>
Source and maintain accurate and up to date supplier and spend data to enable effective decision making and ongoing supplier management.	<ul style="list-style-type: none"> <li>Reporting and systems data maintained and up to date</li> </ul>
Ensure effective facilitation of buyer access to and management of the Vendor Panel System.	<ul style="list-style-type: none"> <li>System data monitored daily</li> </ul>

## SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> <li>- Minimum 12 months practical administration experience in any of the following areas of law                             <ul style="list-style-type: none"> <li>o Planning &amp; Local Government</li> <li>o Environmental</li> <li>o Criminal</li> <li>o Conveyancing &amp; Leasing</li> <li>o Litigation</li> <li>o Contract</li> </ul> </li> <li>- A current Drivers Licence.</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>- Tertiary qualification in Legal Administration and / or Procurement</li> </ul>
Experience or skills	Essential	<p>An ability to generate successful outcomes for the Team, Business Unit, Council and the community because:</p> <ul style="list-style-type: none"> <li>- You have the demonstrated legal technical skills and experience required to perform the role successfully.</li> <li>- You will be an administration guru with advanced skills in MS Word, Excel and Adobe</li> <li>- You will critically examine outputs to enable successful planning and delivery of aligned outcomes for the short and medium term.</li> <li>- You will have strong planning skills with a proven ability to use resources in the most effective way.</li> <li>- You will have a proven ability to operate within a changing environment and make constructive decisions.</li> <li>- You will have strong emotional intelligence and a proven ability to work collaboratively and foster effective strategic relationships with people at all levels both internally and externally.</li> </ul>

## CORE CAPABILITIES

Attributes	<p><b>Leadership:</b> Decisive, provide clarity of direction, reflect corporate values, capacity to identify and implement change and professionalism.</p> <p><b>Goals oriented:</b> Work to achieve self-set and organisational goals, taking on challenging tasks when necessary, display initiative.</p> <p><b>Operational planning / thinking:</b> Critically examines the link between strategic outcomes and tactical outputs and determines what part of a strategic plan will be put into operation within a short term period (month/quarter) and sets milestones and conditions for successful delivery of outputs within this period.</p> <p><b>Communication skills:</b> Clearly and persuasively articulate complex technical and operational issues. Identify and tactfully deal with sensitive matters.</p> <p><b>Relationship management:</b> Able to build strong relationships by winning respect at all levels (internally and externally) through sound advice, reliability and personal integrity, constructively deal with difficult issues.</p>
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	<p><b>Team focussed:</b> Mentor less experienced Team members, share skills, experience and knowledge via formal and informal collaboration with colleagues and employees.</p> <p><b>Decision making:</b> Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them.</p>
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## OUR VALUES

Behaviours	<ul style="list-style-type: none"> <li>▪ <b>Collaborate</b> – We are a united team. We work together to deliver great outcomes for our community</li> <li>▪ <b>Achieve</b>- We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community</li> <li>▪ <b>Respect</b> – We communicate openly, act with integrity and are inclusive</li> <li>▪ <b>Evolve</b> – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.</li> </ul>
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## CORPORATE OBLIGATIONS

Employees	No direct reports. Unit structure attached.
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Procurement Policy & Guidelines to provide transparency and cost effectiveness in procurement

## **SPECIFIC CONDITIONS OF EMPLOYMENT**

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Not applicable for this position