

# Position Description

Legal Policy Officer – Advocacy and Professional Development (F/T)

## Level

2 Year Fixed Term Negotiated Contract

Note – Performance Indicators will form part of the employment contract.

## Service Team

Advocacy and Professional Development

## Date

Wednesday, 6 March 2024

**The Law Society of Western Australia**

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CPD ACTIVE

## 1. Position Objectives

The Law Society's mission statement is *'To deliver strong advocacy for the West Australian legal community through the delivery of high-value networking, CPD and support services'* for our members.

The Legal Policy Officer - Advocacy and Professional Development reports to the General Manager Advocacy and Professional Development and is responsible for supporting the advocacy, policy development and related activities of the Law Society and its substantive law committees.

The scope of the role includes providing secretariat support to Law Society committees and working groups, undertaking legal research and assisting with the preparation of submissions and briefing papers, assisting with the delivery of the Law Society's Continuing Professional Development Program (CPD Programme), mentoring programmes and accreditation programme, and providing administrative and compliance support to the General Manager Advocacy and Professional Development and Manager Advocacy and Professional Development.

The employee is expected to commit to the Law Society's Purpose and Values.

## 2. Key Requirements of the Position

### Skills, Knowledge and Experience

- Tertiary qualification in law or policy or equivalent experience in legal policy work.
- Demonstrated legal and policy knowledge in areas relevant to the work of the Law Society and its committees.
- A good understanding of Western Australia's legal and political systems.
- Well developed organisational and time management skills, with an ability to prioritise tasks and work well under pressure.
- Good interpersonal, written and verbal communication skills.
- Understanding of project management, risk management and compliance principles.

## 3. Key Responsibilities

### General

- Undertaking research, analysing legal and public policy issues and drafting advice on policy options.
- Communicating and presenting information in writing and orally in a clear, logical and insightful way.
- Researching and drafting papers, submissions and responses to consultations by government and non-government agencies, Law Council of Australia and other stakeholders, about legislative and policy reform matters.
- Preparing items for Law Society Council, Executive and the Chief Executive Officer, on emerging statutory and policy issues.
- Preparing content for Law Society publications including Friday Facts, CPD News and website.
- Assist in administering the Law Society's Council and Committee Bylaws and terms of reference and undertake regular reviews as required.

- Assist with the biennial review of Committee memberships and induction of committee members.

### **Professional Conduct**

- Provide assistance to members of the legal profession with enquiries regarding professional conduct, accreditation processes, ethical and practice issues and continuous professional development requirements.

### **Committees and Working Groups**

- Provide secretariat support to Law Society committees and working groups including preparing agendas, minutes, reports, correspondence, submissions and policy positions.

### **Project Policy Work**

- Assist with projects relating to policy and professional issues affecting the Law Society of Western Australia and the legal profession in Western Australia.
- Assist with the delivery of the Law Society's CPD Programme.
- Assist with the delivery of the Advocacy and Professional Development teams additional responsibilities including the accreditation programme and mentoring programme.

## **4. Organisational Relationships**

<b>Responsible to:</b>	General Manager Advocacy and Professional Development
<b>Supervision of:</b>	Nil
<b>Liaison (Internal):</b>	General Manager Advocacy and Professional Development Manager Advocacy and Professional Development Chief Executive Officer General Managers Other service team staff President Councillors Committee members
<b>Liaison (External):</b>	Society Members Government Agencies Community Organisations Contractors Other Service Providers

## 5. Extent of Authority

- Operates under the direction of the General Manager Advocacy and Profession Development for meeting established performance objectives.
- Accountable for ensuring all work is carried out to a high standard within the required deadlines.
- Works within established guidelines, policies and procedures of the Law Society as well as legislation relevant to the operations of the Law Society.

## 6. Selection Criteria

- Tertiary qualification in law or policy or equivalent experience in legal policy work.
- Demonstrated legal and policy knowledge in areas relevant to the work of the Law Society and its committees.
- A good understanding of Western Australia's legal and political systems.
- Well developed research and report writing skills, preferably in a similar policy or advocacy role.
- Good written and verbal communication skills and interpersonal skills.
- Well developed organisational and time management skills, with an ability to prioritise tasks and work well under pressure.
- Competent in the use of Microsoft Office suite.
- Demonstrated achievements in implementing quality customer service practices in a team environment.
- A commitment to the objectives of the Law Society, including a commitment to promoting access to justice and the interests of the legal profession.

## 7. Annual Review

At least once in each calendar year the General Manager Advocacy and Professional Development will conduct an evaluation of the Employee's performance.

**Occupant:**

**Date Appointed:**

**Prepared by:** Chief Executive Officer

**Date Issued:** March 2024

**Supervisor:** General Manager Advocacy and Professional Development

**Reviewed:** Chief Executive Officer

**Approved by:** Chief Executive Officer

**No of Pages:** 4

**Reviewed:**

**Date:**