



Solicitor

Branch:	Legal and Legislative Services
Directorate:	Legal and Legislative Services
Position Number:	00025655
Classification:	Specified Callings Level 3
Physical Location:	Perth (William Street)
Award/Agreement:	Public Service Award & Public Sector CSA Agreement 2024 & Public Sector CSA Agreement 2024

Our purpose: Empowering a thriving community

Our purpose: Empowering a Thriving Community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



Working **together**,
we get things done.



Looking after **ourselves**
and supporting **others**.



Always open to
possibilities.



Taking ownership,
we **deliver**.

Overview of the Directorate

The Department of Transport assists the Minister of Transport administer over thirty Acts of Parliament relating to amongst other matters: driver licensing, vehicle registration, personal on demand transport, marine safety, coastal infrastructure and integrated transport planning. Legal and Legislative Services (LLS) provides a comprehensive legal service; including providing legal advice, representation in courts and tribunals, litigation management and support and drafting of legal documents. LLS also manages the significant legislative drafting program for DoT.

Overall Purpose of the Role

1. Operates with some autonomy and initiative and provides opinions and advice on routine legal matters and on the interpretation and application of legislation.
2. Provides advice on administrative law, commercial law, transport law, compliance, and litigation.
3. Negotiates and drafts legal documents for routine transactions.

Work Description

- Provides legal advice on routine legal matters.
- Negotiates routine legal matters on behalf of the Department.
- Provides advice on the interpretation and application of relevant legislation and provides drafting instructions to Parliamentary Counsel.
- Researches, coordinates and prepares legal documentation on behalf of the Department.
- Undertakes liaison and consultation with key stakeholders including the legal profession, State Solicitors Office, senior officers of the Department and the Minister's office on legal matters.
- Contributes to the formulation of policies, standards and strategies required by the Department to ensure compliance with appropriate legal requirements.
- Provides input to the development and achievement of the Branch's business plan.
- Represents the Department and the Branch on appropriate committees, conferences and working parties.
- Maintains expert awareness of relevant trends and issues in legal matters pertaining to the Department's responsibilities.
- Other duties as required.

Work Related Requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

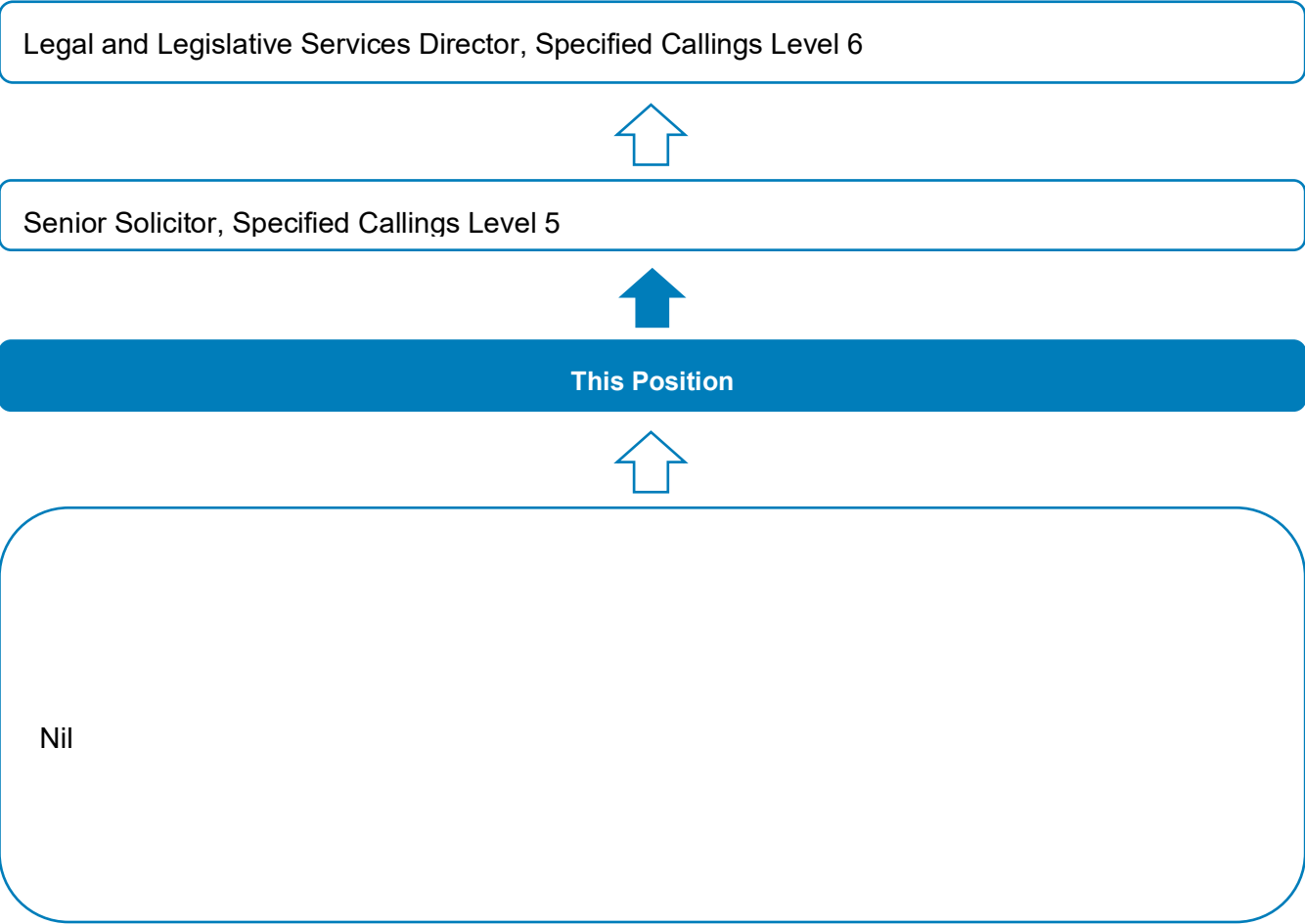
Specified Calling Level 3

1. A degree in law and admitted to engage in legal practice in Western Australia with proven post admission experience.
2. Substantial experience in the provision of a legal service including the ability to negotiate complex commercial matters.
3. Knowledge and experience in some or all of the following: transport law, administrative law, commercial law, compliance matters, litigation and statutory interpretation.
4. Sound knowledge and understanding of Parliamentary and legislative process and procedures.
5. Highly developed written communication skills including drafting of legal documents.
6. Highly developed oral and interpersonal communication skills with the ability to build and maintain effective relationships.
7. Ability to autonomously, manage competing demands and meet strict timeframes in a busy environment with minimal supervision.
8. Highly developed conceptual, analytical, research and evaluation skills.

DESIRABLE:

N/A

Reporting Relationships



Allowances/Special Conditions

A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position

Certification

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the position.

Chief People Officer

People and Culture