

## Lawyer – Legal Services

### Role data

|                                  |                                       |                                  |                       |
|----------------------------------|---------------------------------------|----------------------------------|-----------------------|
| <b>Position no.</b>              | TBC                                   | <b>Work Area Profile</b>         | Legal Services        |
| <b>Work Level Classification</b> | Level 4                               | <b>Directorate/Business Unit</b> | Regulatory Operations |
| <b>Reports to (role)</b>         | Senior Legal Advisor – Legal Services | <b>Location</b>                  | Flexible              |
| <b>No. direct reports</b>        | Nil                                   | <b>No. of indirect reports</b>   | Nil                   |
| <b>Version date</b>              | 12 July 2018                          | <b>Tenure</b>                    | Fixed Term, Full Time |

### Work area profile

AHPRA's overall mission is to protect the public by regulating health practitioners efficiently and effectively in the public interest to facilitate access to safer healthcare for all the community. Website: [www.ahpra.gov.au](http://www.ahpra.gov.au)

Regulatory Operations National legal services provides high quality legal input and advice at key points of AHPRA's regulatory processes under the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law). The national team manages the risks associated with individual legal cases and conducts the regulatory litigation (civil, disciplinary and criminal) on behalf of the Boards and AHPRA. It also provides strategic and policy related legal advice to ensure that AHPRA and National Boards comply with relevant legislative requirements and obligations.

### Role purpose

Reporting to the Senior Legal Advisor – Legal Services, the Lawyer – Legal Services is to provide high quality legal advice and supports the legal services division by working collaboratively across all areas. Individuals in this position work under supervision of senior team members. This role also assists in engaging with stakeholders as well as completing accurate and timely reports.

### Key Accountabilities

- *Provide legal advice and operates in accordance with legislation, regulations and codes of practice relevant to the National Law.*
- *Provide legal advice on the interpretation and application of the National Law and other relevant legislation as they relate to health regulation.*
- *Prepare correspondence, briefs, communications and reports in line with the relevant legislation, policies and evidentiary considerations.*
- *Assist with the conduct of prosecutions including drafting court documents and liaising with external legal counsel.*
- *Research legal information using primary and secondary sources.*
- *Analyse, edit, collate and present legal data and information according to AHPRA's policies, procedures and legal requirements.*
- *Conduct and manage legal cases in relation to AHPRA's regulatory requirements and interpretation of National Law.*
- *Provide support in maintaining legal case management and record management systems and processes.*
- *Assist with the preparation and drafting of agenda and meeting papers.*

- Conduct legal research in relation to panel and tribunal cases.
- Consider complaints and provides advice on cases in line with the national law.
- Support the response for requests for information, including subpoenas, in line with relevant confidentiality, privacy and statutory obligations.
- Handle all requests for client information as per legislation and AHPRA policies and procedures Other duties as directed by the Senior Legal Advisor – Legal Services.
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants. This means to:
  - Take reasonable care for own and others' health, safety and wellbeing;
  - Adhere to AHPRA's workplace health, safety and wellbeing policies and procedures.

## Capabilities for the role

The AHPRA [Capability Framework](#) applies to all AHPRA employees. Below is the complete list of capabilities and proficiency level required for this position.

| Values               | Capabilities   | Proficiency Level |
|----------------------|--|-------------------|
| <b>Service</b>       | Commits to customer service  | Foundation        |
|                      | Displays leadership  | Elementary        |
|                      | Generates and delivers the strategic vision  | Foundation        |
|                      | Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law | Intermediate      |
| <b>Collaboration</b> | Builds constructive working relationships  | Intermediate      |
|                      | Communicates effectively   | Intermediate      |
| <b>Achievement</b>   | Demonstrates accountability in delivering results  | Foundation        |
|                      | Uses information and technology systems  | Intermediate      |
|                      | Displays personal drive and integrity  | Foundation        |

## Qualifications/experience

| Qualifications/Experience | Required   |
|---------------------------|--|
| <b>Qualifications</b>     | Admission as a legal practitioner to any state or territory.   |
| <b>Experience</b>         | <p>Demonstrated computer literacy with proficiency in a range of applications including Microsoft Office and experience using electronic databases.</p> <p>Demonstrated ability to communicate and to liaise with all stakeholders.</p> <p>Demonstrated ability to show initiative and work independently when required.</p> <p>Demonstrated ability to operate and exercise discretion in a highly confidential area.</p> <p>Strong interpersonal and written communication skills.</p> <p>Ability to work collaboratively and flexibly as part of a team environment.</p> <p>Ability to prioritise work and perform well under pressure.</p> |

## Key relationships

| Internal Relationships                 | External Relationships    |
|--|---------------------------|
| National Director – Legal Services     | Courts                    |
| National Managers – Legal Services     | Legal firms               |
| Senior Legal Advisors – Legal Services | Tribunals                 |
| Legal Advisor – Legal Services         | Other Government agencies |
| National Boards                        | Health practitioners      |
| State and Territory Managers           | General public            |
| National Legal Services teams          |                           |
| Notifications teams                    |                           |
| Registrations teams                    |                           |
| Monitoring and Compliance teams        |                           |