

## Lawyer – Legal Services

### Role data

<b>Position no.</b>	XX	<b>Work Area Profile</b>	Corporate Legal
<b>Work Level Classification</b>	Level 4 (Level 5 if PC unrestricted)	<b>Directorate/Business Unit</b>	Regulatory Operations
<b>Reports to (role)</b>	Corporate Counsel	<b>Location</b>	Melbourne
<b>No. direct reports</b>	Nil	<b>No. of indirect reports</b>	Nil
<b>Version date</b>	January 2022	<b>Tenure</b>	Ongoing, 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)

The Corporate Legal Unit provides high quality legal input and advice at key points of Ahpra's corporate operations. By providing advice on contracts and Ahpra's general operations, the Corporate Legal Unit ensures that Ahpra and National Boards comply with relevant legislative requirements and obligations.

### Role purpose

Reporting to the Corporate Counsel, the Lawyer provides commercial law, privacy law and administrative law advice to key stakeholders across the organisation, including but not limited to staff, Board and Committee members, and other relevant regulatory bodies for the purpose of ensuring the National Law is applied and administered in an effective and efficient manner in line with organisational policies and procedures.

### Key Accountabilities

- *Provide legal advice and operate in accordance with legislation, regulations and codes of practice relevant to the National Law.*
- *Provide legal advice and recommendations to address and resolve issues in respect of commercial, contract, procurement, privacy and public interest disclosure matters, facilities and leasing, intellectual property rights and protection, delegations and authorisations, and records management.*
- *Conduct relevant research and provide consistent, authoritative high-quality advice regarding Ahpra's regulatory requirements and the National Law.*
- *Provide support in the development of privacy material to ensure Ahpra manages privacy risks appropriately and meets privacy obligations.*
- *Ensure adherence to the delegated provisions as prescribed under the National Law.*
- *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>	Relevant tertiary qualification in Law (LLB / JD); and Admission as a legal practitioner to any state or territory.
<b>Experience</b>	<p>2 years post-admission experience.</p> <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
Corporate Counsel	Courts
National Managers – Legal Services	Legal firms
Senior Legal Advisors and Legal Advisors	Tribunals

National Boards	Other Government agencies
National Legal Services teams	Health practitioners
Regulatory Operations teams	General public
Strategy & Policy teams	
Finance & Procurement team	
Information Technology teams	