

Position description

Legal Officer

Position data

Position no.	EAO00207	Review date	July 2017
Work level	6	Directorate/Business Unit	Regulatory Operations
Reports to (role)	Special Counsel	Operating budget	Legal Services
Number of direct reports	Nil	Location	Queensland
Positions reporting to this role	Nil	Status	Full-time, ongoing
Number of indirect reports	Nil	Close Date	Please refer to job advertisement

Position purpose

The purpose of the role is to provide legal advice and support to AHPRA and the National Boards and Committees.

Key result areas

Accountabilities	Key Activities
Legal Advice	<p>Manage disciplinary matters dealt with by the Boards through hearings before Disciplinary Committees Health, Performance and Professional Standards Panels and QCAT including; drafting notices and decisions in accordance with the Health Practitioner National Law Act and other relevant legislation.</p> <p>Receive and provide legal advice on the interpretation and application of the National Law and other relevant legislation as they relate to health regulation.</p> <p>Attend Board meetings in relation to disciplinary matters about health practitioners.</p> <p>Attend before the QCAT in relation to disciplinary matters about health practitioners.</p> <p>Consider offence cases appropriate for prosecution and provide advice to the Boards having regard to the evidence, likelihood of success and relevant AHPRA policies.</p>
Stakeholder engagement	<p>Prepare reports, correspondence and briefing notes on legal and policy issues in relation to the registrations, professional standards, complaints, investigations and disciplinary proceedings concerning health practitioners.</p> <p>Coordinate brief of counsel, drafting and preparing court documents and liaising with legal representatives of other parties.</p>
Administration	<p>Contribute to the development and maintenance of appropriate procedure manuals and electronic administrative systems to ensure effective case management, statistical and performance reporting and adherence to legislative standards.</p> <p>Maintain relevant database and reference material and coordinate the collection, analysis and reporting of data as required.</p> <p>Maintain electronic filing systems so that documents are stored appropriately in accordance with AHPRA records management policies.</p>
Mandatory Accountabilities for all Managers	
Our way of working	<p>Incorporate the AHPRA Way of Working into daily work practices.</p> <p>Comply with the AHPRA Code of Conduct and all other AHPRA policies and procedures.</p> <p>Understand and apply the information contained in any AHPRA mandatory or job related training.</p>
Workplace Health & Safety Management	<p>Adhere to AHPRA's workplace health and safety policies and procedures.</p> <p>Take reasonable care for own and others health and safety.</p> <p>Identify and report any health and safety problem, hazard/risk or defect which may give rise to danger.</p>

	<p>Report any health and safety incident immediately and implement measures to rectify cause.</p> <p>Implement measures to rectify cause of any incidents.</p> <p>Ensure you and your staff completes all mandatory or additional workplace health and safety training as required by AHPRA.</p> <p>Follow any reasonable instruction by management in relation to workplace health and safety.</p>
Customer Service	Role model and lead employees to deliver a professional, proactive, accurate, efficient, confidential and customer focused service to a wide range of internal and external stakeholders.
Self Development	<p>Participate in periodic performance appraisals.</p> <p>Complete agreed activities in performance improvement plans or development plans.</p>

Key requirements

Key stakeholders	Qualifications / experience	Personal attributes
<p>Internal</p> <p>National Director, Legal Services</p> <p>State Manager, Queensland</p> <p>National registration and notification committees (RNCs)</p> <p>AHPRA State and Territory staff</p>	<p>Required</p> <p>A degree in law and admission as a barrister or solicitor of the Supreme Court of Queensland or its equivalent.</p> <p>Understanding of administrative law and governance, particularly as required in a statutory or regulatory environment.</p> <p>Holds or is eligible to hold a practicing certificate.</p> <p>Desirable</p> <p>Experience in health regulation.</p>	<p>Critical thinking: strong legal, analytical, conceptual and investigative skills particularly in relation to analysing evidence and reporting on complex issues.</p> <p>Interpersonal skills: demonstrated ability to build and maintain constructive relationships with staff and internal and external stakeholders.</p> <p>Communication skills: ability to prepare complex correspondence and present legal information to a variety of audiences.</p> <p>Flexibility: well developed case management and organisational skills; together with the ability to autonomously plan, prioritise and manage competing tasks and deadlines.</p>