

## Legal advisor – Legal Services (Level 7)

### Role data

<b>Position no.</b>	Various	<b>Work Area Profile</b>	Legal Services
<b>Work Level Classification</b>	Level 7	<b>Directorate/Business Unit</b>	Regulatory Operations
<b>Reports to (role)</b>	Senior Legal Advisor – Legal Services	<b>Location</b>	Various
<b>No. direct reports</b>	Up to 3	<b>No. of indirect reports</b>	Nil
<b>Version date</b>	31 July 2018	<b>Tenure</b>	Various

### 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 in either the Panels, Appeals, and Advice unit or the Professional Misconduct unit, the Legal Advisor – Legal Services is to conduct relevant research and prepare legal advice in matters involving all aspects of regulation of health practitioners (registration of health practitioners; appeals against registration decisions; notifications involving conduct, health and performance issues; options for investigation of notifications; and strategy for resolution of notifications matters). Additionally the role will support the legal services division by working collaboratively across all areas and providing legal advice and support to AHPRA and the National Boards and Committees.

### Key Accountabilities

- *Provide legal advice and operates in accordance with legislation, regulations and codes of practice relevant to the National Law.*
- *Conduct relevant research and provide consistent, authoritative high quality advice and recommendations to all stakeholders including National Boards and committees regarding the National law.*
- *Develop, implement and communicate strategies to ensure compliance with legal requirements to minimise risk.*
- *Provide professional legal advice and recommendations in relation to the development and review of policies and procedures ensuring national consistency and continuous improvement.*
- *Contribute to a database of relevant legal and disciplinary decisions and advice.*
- *Record and make timely reports on non-compliance incidents to relevant internal personnel and external authorities.*
- *Conduct and manage legal cases in relation to AHPRA's regulatory requirements and interpretation of National Law.*

- *Appear before disciplinary committees (panels) as counsel assisting.*
- *Prepare operational orders, including warrants, relating to the exercise of powers of search and seizure, as required.*
- *Conduct formal interviews of persons in relation to statutory offences and take affidavit evidence as required.*
- *Provide expert advice and direction to the investigation team and support other colleagues.*
- *Prepare reports, correspondence and briefing notes on legal and policy issues in relation to the registration of health practitioners, professional standards, complaints and disciplinary proceedings concerning registered health practitioners.*
- 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	Advanced
	Displays leadership	Foundation
	Generates and delivers the strategic vision	Advanced
	Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Highly Advanced
<b>Collaboration</b>	Builds constructive working relationships	Advanced
	Communicates effectively	Advanced
<b>Achievement</b>	Demonstrates accountability in delivering results	Advanced
	Uses information and technology systems	Intermediate
	Displays personal drive and integrity	Advanced

## Qualifications/experience

Qualifications/Experience	Required
<b>Qualifications</b>	Admission as a legal practitioner to any state or territory and holds an unrestricted practicing certificate.
<b>Experience</b>	<p>Demonstrated ability to build and maintain constructive relationships with staff and internal and external stakeholders.</p> <p>Demonstrated ability to prepare complex correspondence and present legal information to a variety of audiences.</p> <p>Excellent legal, analytical, conceptual and investigative skills particularly in relation to analysing evidence and reporting on complex issues.</p> <p>Excellent understanding of administrative law and governance, particularly as required in a statutory or regulatory environment.</p> <p>Excellent case management and organisational skills; together with the ability to autonomously plan, prioritise and manage competing tasks and deadlines.</p>

## Key relationships

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