

Position Description

Our Values

We value life
We make every conversation count
We will find a better way, today
We make the complicated simple

Position Title	Senior Legal Manager
Position Number	3300, 3844, 3957, 4980
Band / Job Group	OPSER
Division	Community Relations The Community Relations Division is responsible for engaging with the Victorian Community regarding the Toward Zero road safety strategy. The division also incorporates internal and external communications, research, government relations and policy, service & review, legal and records & information management.
Branch	Legal
Location	Geelong
Reports To	Senior Manager, Legal
Number of Direct Reports	Up to 10
Working with Children	Is a Working with Children check required for this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Financial Delegation	\$200,000 claims costs and \$10,000 admin costs
Job Purpose	To manage and facilitate timely and quality outcomes and resolutions for TAC claims. To provide effective and efficient legal services, including advice and advocacy, to TAC's Client Divisions. This role forms part of the TAC Legal Branch leadership team and is responsible for practice leadership of legal costs settlement and prosecutions.

KEY ACCOUNTABILITIES

1. Manage and lead a team of legal, paralegal and other staff to deliver expert and efficient legal and dispute management services in accordance with business strategies, objectives, the *Transport Accident Act 1986*, model litigant guidelines, the *Charter of Human Rights and Responsibilities Act 2006*, the *Civil Procedure Act 2010*, and the *Legal Profession Act 2004* and regulations
2. Develop cross divisional working relationships to ensure the consistent pursuit of the TAC's strategic objectives and the Legal branch's business plan
3. Develop and maintain effective relationships with internal and external stakeholders including but not limited to the legal profession and the Courts and Tribunals in all relevant jurisdictions, particularly costs and prosecutions
4. Provide independent expert and timely legal advice and supervise the giving of legal advice and recommendations by team members to assist the TAC to make the correct and preferable decision and to deliver on corporate KPIs
5. Oversee the effective implementation of the TAC's prosecutions policy and delivery of enforcement actions in the Courts
6. Oversee the early and appropriate resolution of plaintiffs' reasonable standard costs
7. Manage the Litigation Protocols Deed and relationship between VicRoads and the TAC and resolve any disputes under the protocols
8. Identify future initiatives and risks and develop and implement strategies, policies and procedures to efficiently assist the TAC to meet its KPI's and other objectives
9. Exercise delegated authority appropriately to negotiate and resolve disputes and authorise costs
10. Facilitate the recruitment, training and coaching of staff and the sharing of knowledge within the Legal branch to ensure appropriate levels and quality of resources, services and skills are maintained
11. Demonstrate an understanding of and commitment to the TAC's vision, mission and values
12. Participate in the development and execution of the corporate and divisional business plans including leading and contributing to Community Relations and Legal management and change initiatives



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Organisational Responsibilities

As defined by the Occupational Health and Safety Act 2004 - Victoria employees of TAC are to take reasonable care to ensure their own safety, not place others at risk by any act or omission, follow safe work procedures, report hazards and injuries and cooperate with the employer to meet work health safety obligations.

Role model all TAC Leadership Model capabilities and behaviors; Adapt & Learn, Embrace Accountability, Cultivate Partnerships, Empower Others, Exercise Judgment, Deliver Outcomes, Shape Strategy & Direction and Lead Transformation.

Participate in identification and development of initiatives, risks, changes, recommendations and implementation of appropriate work practices, policies and guidelines to improve efficiency and/or effectiveness of work.

KEY SELECTION CRITERIA

Relevant Qualifications, Work Experience & Specialised Knowledge

Relevant work experience

Demonstrated ability in the management and development of a team of legal and support staff
 Demonstrated high level technical legal expertise in personal injury, CTP, insurance or administrative law
 Demonstrated Court/Tribunal advocacy
 A proven capacity to plan, act and lead strategically across a demanding and progressive business environment
 A history of successful claims and/or litigation management in a client service industry in the public or private sector

Specialised Knowledge

Comprehensive knowledge of dispute management practices and principles including appropriate dispute resolution
 Knowledge of the Transport Accident Act 1986 and other relevant Victorian and interstate legislation and legal precedents
 Extensive knowledge of the Court and Tribunal rules, processes and procedures in all relevant jurisdictions
 Strong understanding of the Victorian Government's guidelines on the State of Victoria's obligation to act as a model litigant and the Charter of Human Rights and Responsibilities Act 2006
 Knowledge of legal costs practice, principles and precedents
 Knowledge of the preparation and conduct of criminal prosecutions

Capabilities

Cultivate Partnerships: Encourages and facilitates stakeholders to collaborate across the organisation and externally

Deliver Outcomes: Expresses an understanding of the importance of achieving balanced goals and uses resources and structures to deliver value across the business

Exercise Judgement: Exercises judgement balancing risk considerations with business/ client outcomes, identifying contingencies in order to manage risk within the business area

Shape Strategy and Direction: Demonstrates an understanding of key industry trends and the implications for one's own area

Embrace Accountability: Leads others to follow through on challenging actions or initiatives

Lead Transformation: Initiates, develops and sponsors new solutions or approaches to improve business performance

Adapt and Learn: Displays a continuous desire to learn; shares own learning and creates opportunities for others to learn

Empower Others: Displays commitment to developing others through coaching and mentoring others to help them realise their potential