

# Statement of Duties

## Graduate Legal Officer

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### Objective

Develop quality legal skills by undertaking a range of activities that provide exposure to the operations of public sector legal services, while completing the Tasmanian Legal Practice Course. This includes undertaking research and analysis, providing advice and recommendations on a range of matters, and providing general support as required.

### Duties

- Undertake the Tasmanian Legal Practice Course.
- To assist experienced legal practitioners in relation to basic and routine matters.
- Undertake research, analyse information, make recommendations and provide advice.
- Develop and maintain relevant documentation such as files, plans, reports and correspondence.
- Liaise with stakeholders where required.
- Provide secretariat administrative and general support as required.

### Level of responsibility

The Graduate Legal Officer is required to:

- Ensure that all work carried out is thorough, well researched, accurate and timely.
- Display initiative in developing proposals and recommendations for consideration by management and be responsible for the accuracy of such proposals and recommendations.
- Meet deadlines and prioritise workloads to meet demand.
- Carry out work as part of a small team or alone under supervision.
- Accurately assess the political sensitivity of matters relating to their work.
- Communicate with external organisations, negotiating effectively and resolving issues as required.
- Upholding and championing the [Department's commitment to the safety and wellbeing of children and young people](#); actively participating in and contributing to our rights-based approach to care; and meeting all obligations under the Child Safety and Wellbeing Policy, Professional Conduct Policy, and other Departmental child safety policies including to fulfil mandatory reporting obligations.

- Conducting work in a safe manner that does not put yourself or others at risk, including to comply with reasonable instructions contained in WHS policies and procedures; reporting hazards, near misses and incidents; and participating in the development and improvement of safety initiatives and safeguarding practices for vulnerable people (including to attend relevant training provided by the Department)
- Uphold the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

## Direction and supervision received

- Directions and work priorities are set by the supervisor. As the occupant gains experience, they will receive less routine supervision and be subject to general supervision, where discretion and choice in selecting the most appropriate method for completing the allotted task is not only encouraged but expected.
- Final work is reviewed by a senior member within the work group.

## Selection criteria

1. Ability to undertake legal research and analysis and make recommendations at a Graduate level.
2. High level of motivation and willingness to undertake a range of functions and achieve work goals and objectives.
3. Ability to build relationships and relate to people at all levels.
4. Good verbal and written communication skills.
5. Ability to work independently and/or part of a team.

## Essential requirements

- Have graduated with a minimum of a three-year undergraduate or postgraduate legal degree in the last three years or have graduated by the end of January 2024 (qualifying degrees as rated by the Australian Qualifications Framework are at level 7 or above).
- Current enrolment in the Tasmanian Legal Practice Course at the Centre for Legal Studies.

## Desirable requirements

- A Current Tasmanian Registration to Work with Vulnerable People.

## Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks

- Arson and fire setting
  - Violent crimes and crimes against the person
  - Sex-related offences
  - Drug and alcohol related offences
  - Crimes involving dishonesty
  - Crimes involving deception
  - Making false declarations
  - Malicious damage and destruction to property
  - Serious traffic offences
  - Crimes against public order or relating to the Administration of Law and Justice
  - Crimes against Executive or the Legislative Power
  - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
  3. Identification check.

## Position Summary

Title	Graduate Legal Officer
Number	Various
Award	Tasmanian State Service Award
Classification	Graduate Stream
Division	Justice and Reform
Full-time equivalent	0.4 FTE while undertaking Legal Practice Course, 1.0 FTE following completion of Legal Practice Course.
Output Group	Various
Branch	Various
Supervisor	Legal Practitioner
Direct reports	Nil
Location	Hobart

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Human Resources, Department of Justice

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