|  |  |  |
| --- | --- | --- |
| **Cluster** | Stronger Communities | |
| **Department** | Department of Communities and Justice | |
| **Division/Branch/Unit** | Court Services/ Dust Diseases Registry | |
| **Location** | Sydney | |
| **Classification/Grade/Band** | Legal Officer I-III | |
| **Role Number** | 271311 | |
| **ANZSCO Code** | 31200170 | |
| **PCAT Code** | 2118192 | |
| **Date of Approval** | 21 July 2016 (Updated 10/3/2020) | **REF: CATS0037** |
| **Agency Website** | www.dcj.nsw.gov.au | |

**Agency overview**

The Department of Communities and Justice (DCJ) is the lead agency under the Stronger Communities Cluster. DCJ works to enable everyone's right to access justice and help for families through early intervention and inclusion, with benefits for the whole community. Stronger Communities is focussed on achieving safe, just, inclusive and resilient communities by providing services that are effective and responsive to community needs. For the first time, the creation of DCJ and Stronger Communities provides an opportunity to focus on prevention and early intervention across both the social welfare and justice systems.

# Primary purpose of the role

The Judicial Support Research Officer is responsible for undertaking research and drafting policy on issues of a legal, legislative or administrative nature, as required by the Judges and Registrar of the Dust Diseases Tribunal of NSW (DDT). The role undertakes and reports on complex projects and provides high-level support services to the Judges and Registrar of the DDT.

# Key accountabilities

* Develop and document new court procedures through detailed analysis of legislation, government and organisational policy and consultation with relevant stakeholders to ensure compliance with legislative reforms.
* Undertake legal and social research from a wide range of sources to develop proposals for legislative or policy reform to address issues of judicial, government or community concern.
* Develop and maintain sound working relationships with representatives from State and Commonwealth governments, and other key stakeholders (including the Legal Profession and Members of the Judiciary) to support negotiations and consultations on issues and the development of policy.
* Provide high-level advice and support to the Judges and Registrar of the DDT on policy issues and stakeholder feedback to facilitate effective decision making.
* Prepare a range of project related documents including forms, draft practice notes, correspondence, briefing notes and research aids to support the development of projects and policy initiatives.
* Co-ordinate and participate in meetings with stakeholders and effectively represent the Head of Jurisdiction and the Department of Justice on high-level committees to communicate objectives and outcomes of the unit.
* Deliver a range of projects, policies and initiatives as directed by the manager to assist with the development and implementation of the Head of Jurisdiction strategic objectives.
* Review and provide summaries of all decisions of the trial and appellate courts of all Australian states and territories in relation to dust diseases to the Judges of the DDT.

# Key challenges

* Developing and maintaining productive communication with stakeholders on issues that impact the jurisdiction whilst maintaining strict confidentiality at all times.
* Meeting deadlines in line with statutory imperatives and other agreed timeframes whilst maintaining attention to detail combined with high quality work outputs.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Head of Jurisdiction | Provides high-level strategic advice and takes direction. |
| Executive Officer | Reports and provides high-level strategic advice and takes direction |
| Judicial Officers | Provides procedural advice, takes direction from and works collaboratively with on relevant working parties and committees. |
| Registrar | Provides procedural advice, takes direction from and works collaboratively with on relevant working parties and committees. |
| Ministerial Staff | Provides Feedback |
| Departmental Staff, Justice Strategy and Policy Department of Justice. | Provides Feedback |
| **External** |  |
| Dust Diseases Authority, Asbestos Research agencies | Through working parties and committees, work to develop court policies and procedures that will be accepted by stakeholders.  Consults, negotiates and develops partnership arrangements. |

# Role dimensions

## Decision making

The role has autonomy in coordinating and managing their work. The Judicial Support Research Officer makes decisions on matters under their direct control. The Judicial Support Research Officer will need to negotiate tasks and deadlines with the Judges and Registrar of the DDT.

The role holder has discretion in deciding how a task will be conducted, including decisions on who to consult, both within and outside the organisation. The occupant of the role will need to consult with the Judges and Registrar of the DDT and take direction on more complex matters.

## Reporting line

The role is functionally responsible to the Judges of the DDT but reports directly to the Registrar for administrative matters.

## Direct reports

This role has no direct reports

## Budget/Expenditure

Nil

# Essential requirements

* Tertiary Qualifications in Law and admitted (or eligible to be admitted) to the legal profession under the Legal Profession Act 2004 NSW or a corresponding law.
* Demonstrated ability to develop policy in a legal environment and to quickly develop a thorough understanding of the legislation and legal principles that governs the procedures of the jurisdiction.
* Ability to prepare written and oral advice on legal, legislative and administrative matters.

Appointments are subject to reference checks. Some roles may also require the following checks/ clearances:

* National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
* Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

# Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at <https://www.psc.nsw.gov.au/workforce-management/capability-framework>

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

| **NSW Public Sector Capability Framework** | | |
| --- | --- | --- |
| **Capability Group** | **Capability Name** | **Level** |
|  | Display Resilience and Courage | Intermediate |
|  | **Act with Integrity** | **Adept** |
|  | **Manage Self** | **Intermediate** |
|  | Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Adept** |
|  | Commit to Customer Service | Intermediate |
|  | Work Collaboratively | Intermediate |
|  | Influence and Negotiate | Intermediate |
|  | Deliver Results | Intermediate |
|  | **Plan and Prioritise** | **Adept** |
|  | **Think and Solve Problems** | **Intermediate** |
|  | Demonstrate Accountability | Intermediate |
|  | Finance | Foundational |
|  | Technology | Foundational |
|  | Procurement and Contract Management | Foundational |
|  | **Project Management** | **Adept** |
|  | Manage and Develop People | N/A |
|  | Inspire Direction and Purpose | N/A |
|  | Optimise Business Outcomes | N/A |
|  | Manage Reform and Change | N/A |

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

| NSW Public Sector Capability Framework | | |
| --- | --- | --- |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**  Act with Integrity | Adept | Represent the organisation in an honest, ethical and professional way and encourage others to do so  Demonstrate professionalism to support a culture of integrity within the team/unit  Set an example for others to follow and identify and explain ethical issues  Ensure that others understand the legislation and policy framework within which they operate  Act to prevent and report misconduct, illegal and inappropriate behaviour |
| **Personal Attributes**  Manage Self | Intermediate | Adapt existing skills to new situations  Show commitment to achieving work goals  Show awareness of own strengths and areas for growth and develop and apply new skills  Seek feedback from colleagues and stakeholders  Maintain own motivation when tasks become difficult |
| **Relationships**  Communicate Effectively | Adept | Tailor communication to the audience  Clearly explain complex concepts and arguments to individuals and groups  Monitor own and others' non-verbal cues and adapt where necessary  Create opportunities for others to be heard  Actively listen to others and clarify own understanding  Write fluently in a range of styles and formats |
| **Results**  Plan and Prioritise | Adept | Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work  Initiate, prioritise, consult on and develop team/unit goals, strategies and plans  Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses  Ensure current work plans and activities support and are consistent with organisational change initiatives  Evaluate achievements and adjust future plans accordingly |
| **Results**  Think and Solve Problems | Intermediate | Research and analyse information and make recommendations based on relevant evidence  Identify issues that may hinder completion of tasks and find appropriate solutions  Be willing to seek out input from others and share own ideas to achieve best outcomes  Identify ways to improve systems or processes which are used by the team/unit |
| **Business Enablers**  Project Management | Adept | Prepare clear project proposals and define scope and goals in measurable terms  Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements  Prepare accurate estimates of costs and resources required for more complex projects  Communicate the project strategy and its expected benefits to others  Monitor the completion of project milestones against goals and initiate amendments where necessary  Evaluate progress and identify improvements to inform future projects |