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| --- | --- | --- |
| **Cluster** | Stronger Communities | |
| **Department** | Department of Communities and Justice | |
| **Division/Branch/Unit** | Law Reform and Legal Services /Policy, Reform and Legislation Branch | |
| **Location** | Sydney CBD | |
| **Classification/Grade/Band** | Clerk Grade 1/2 | |
| **Role Number** | 51001078, 50004138, 50004134 & 51001077 | |
| **ANZSCO Code** | 599214 | |
| **PCAT Code** | 1317181 | |
| **Date of Approval** | 28 August 2019 | **Ref: LRLS0001** |
| **Agency Website** | www.dcj.nsw.gov.au | |

***Please see job notes and/or advertisement for more information on specific role qualification requirements and relevant experience.***

# 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 Law Clerk undertakes a range of administrative and research activities to support the formulation of policy advice and recommendations that support the Policy, Reform and Legislation Branch.

# Key accountabilities

* Assist the team in the delivery of a range of policy related projects and initiatives to facilitate the timely

delivery of policy objectives

* Undertake research and analysis and contribute to the preparation of reports to inform decision making and contribute to policy development
* Contribute to the preparation of correspondence, papers, and minutes to support the development of policy initiatives
* Provide a range of administrative activities to support policy development and implementation
* Respond to routine policy queries to provide consistent advice and information.

Key challenges

* Delivering multiple policy support activities within agreed standards and objectives, given tight deadlines and competing demands and priorities.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Policy Manager / Senior Policy Officer | * Escalate issues, suggest advice and receive instructions * Receive guidance and instructions and report on progress against work plans |
| Work team | * Participate in meetings, share information and provide input on issues |
| Stakeholders | * Respond to queries where possible, or redirect * Coordinate meetings and activities |
| **External** |  |
| Stakeholders | * Respond to queries where possible, or redirect * Coordinate meetings and activities |

Role dimensions

## Decision making

The Law Clerk makes decisions relating to the day-to-day management of workload. This role has limited autonomy and decisions are based on clearly defined pathways and guidelines.

## Reporting line

The role reports to the Policy Manager or Senior Policy Officer.

## Direct reports

Nil.

# Essential requirements

Currently studying a law degree (whether an undergraduate Bachelor of Laws (LLB) or postgraduate Juris Doctor (JD)

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](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

## Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| FOCUS CAPABILITIES | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** | |  | **Behavioural indicators** | | **Level** | |
| Personal Attributes logo | **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | * Be willing to develop and apply new skills * Show commitment to completing assigned work activities * Look for opportunities to learn and develop * Reflect on feedback from colleagues and stakeholders | | | Foundational | |
| Relationships logo | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | * Focus on key points and speak in plain English * Clearly explain and present ideas and arguments * Listen to others to gain an understanding and ask appropriate, respectful questions * Promote the use of inclusive language and assist others to adjust where necessary * Monitor own and others’ non-verbal cues and adapt where necessary * Write and prepare material that is well structured and easy to follow * Communicate routine technical information clearly | | | Intermediate | |
| Results logo | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | * Identify the facts and type of data needed to understand a problem or explore an opportunity * Research and analyse information to make recommendations based on relevant evidence * Identify issues that may hinder the completion of tasks and find appropriate solutions * Be willing to seek input from others and share own ideas to achieve best outcomes * Generate ideas and identify ways to improve systems and processes to meet user needs | | | Intermediate | |
| Business Enablers logo | **Project Management**  Understand and apply effective planning, coordination and control methods | * Understand project goals, steps to be undertaken and expected outcomes * Plan and deliver tasks in line with agreed project milestones and timeframes * Check progress against agreed milestones and timeframes, and seek help to overcome barriers * Participate in planning and provide feedback on progress and potential improvements to project processes | | | Foundational | |

This role also utilises the Legal Professionals Capability Set. The capability set is available at [www.psc.nsw.gov.au/workforce-management/capability-framework/occupation-specific-capability-sets/legal-capability-set](http://www.psc.nsw.gov.au/workforce-management/capability-framework/occupation-specific-capability-sets/legal-capability-set)

|  |  |  |  |
| --- | --- | --- | --- |
| **Focus Occupation Specific Capabilities** | | | |
| Legal logo | **Capability name**  Capability description | **Capability Set** | **Level** |
| **Legislative Development and Drafting**  Provide legal service relating to legislative proposals and legislative drafting | Advise on the process for developing legislation or legal policy and its potential impact.  Identify and analyse issues of law, logic, policy or implementation relating to legislative proposals and drafting of legislation.  Identify legislative options for achieving policy outcomes.  Draft proposed legislation in language that gives effect to Cabinet decisions and instructions and is well structured and organised.  Use knowledge of the legislative process and drafting skills to facilitate the passage of legislation. | Level 1 |

# Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role is not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES | | | |
| --- | --- | --- | --- |
| **Capability Group/Sets** | **Capability Name** | **Description** | **Level** |
| Personal Attributes logo |  |  |  |
| Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Foundational |
| Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Foundational |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
| Relationships logo |  |  |  |
| Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Foundational |
| Work Collaboratively | Collaborate with others and value their contribution | Foundational |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
| Results logo |  |  |  |
| Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Foundational |
| Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Foundational |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Foundational |
| Business Enablers logo |  |  |  |
| Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Foundational |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |