

Role Description

Senior Legal Officer - Planning



Cluster	Premiers Department
Agency	NSW Reconstruction Authority
Division/Branch/Unit	Corporate Services General Counsel Legal
Role number	TBC
Classification/Grade/Band	Legal Officer 4/5
ANZSCO Code	271311
PCAT Code	1318192
Date of Approval	6 December 2023
Agency Website	www.nsw.gov.au/nsw-reconstruction-authority

Agency overview

The NSW Reconstruction Authority (RA) is an executive agency of the Premier's Department. The RA will improve how NSW plans for disasters and help communities to recover from them faster.

To reduce the severity and impacts of disasters, the RA will complete critical planning and preparation with communities, NGOs, businesses, and government. When disaster does strike, we will get recovery started swiftly and coordinate reconstruction efforts across agencies, communities, and other stakeholders.

Primary purpose of the role

The Senior Legal Officer Planning provides high level expert legal advice and drafting services in the areas including land use planning laws and practice, water law, environmental law, coastal and natural law, to contribute to the Authority's work.

Key accountabilities

- Provide client focussed legal services to all staff of the Authority in the areas of planning law and practice, water law, environmental law, coastal and natural resources law to meet priority legal service needs. Draft and review documents including statutory instruments such as orders, directions, development consents and environmental planning instruments, briefing notes, delegations and agreements ensuring documents achieve desired business outcomes with supervision in more complex matters only
- Share and transfer specialist knowledge, expertise and skills to colleagues and clients by conducting information, training and briefing sessions, and developing client training materials, to contribute to the work of the Authority
- Assist Authority staff with the negotiation of complex land use planning and natural resources law matters with other agencies, proponents and their legal representatives
- Undertake research and analysis and provide advice and recommendations on complex matters to facilitate the management and resolution of a diverse range of legal, regulatory and compliance matters which impact the Authority's capacity to achieve its strategic goals and to generally support decision making
- Provide legal assistance to the Authority generally, as requested by the General Counsel, to enable legal resources to be focused on areas of high demand and priority

- Keep abreast of contemporary legal advancements and share and transfer specialist knowledge, expertise and skills to clients and colleagues by conducting information, training and briefing sessions, and developing training materials, to contribute to the work of the Authority

Key challenges

- Provide advisory and drafting services at a senior level to manage legal risks and achieve outcomes in relation to complex and sensitive projects
- Provide clear and sophisticated legal services to a range of high-level clients in an environment where there may be competing priorities and interests across government
- Prioritise work in an environment with challenging workloads and competing demands and where stakeholders are competing for limited resources

Key relationships

Who	Why
Internal	
Director	Assigns work provides guidance and feedback to the Senior Legal Officer
Manager	Provides input, advice, seek guidance, discuss and resolve issues, share information
Work Team	Work collaboratively with team members and staff across the Legal Services to contribute to achieving business outcomes
Legal Branch	Champion best practice strategies, programs and outcomes by developing and maintaining effective working relationships and open channels of communication. Facilitate the exchange of ideas and information to foster a culture of continuous improvement, achievement and resilience. Influence outcomes through collaboration when there are conflicting interests and opinions.

Role dimensions

Decision making

- Has a high level of autonomy and is accountable for the delivery of work assignments and projects on time, and to expectations in terms of quality, deliverables and outcomes.
- Acts independently to determine day-to-day priorities, negotiate matters related to area of responsibility and makes decisions in relation to the quality of work outcomes.
- Maintains a degree of independence to develop a suitable approach in managing the workload, as well as that of supervised staff, and provision of advice and recommendations as well as input to the development of relevant systems, frameworks, team planning and projects.
- Determines own actions undertaken, within government and legislative policies, and for ensuring quality control in the implementation of own, and any staff supervised, workload

Reporting line

Manager Legal Planning

Direct reports

N/A

Budget/Expenditure

- Financial Delegation: As per agency financial delegations.
- Administrative Delegation: As per agency delegations' manual.

Essential requirements

- Admitted or qualified for admission as a Solicitor or Barrister in the Supreme Court of NSW and hold, or be eligible to hold, a NSW Practising Certificate
- Experience in one or more of the following areas:
 - Planning law including the Environmental Planning & Assessment Act
 - Natural resources law (including water law and environmental law)
 - Administrative law or experience in the policy making and legislative process and good knowledge of statutory interpretation

Capabilities for the role

The [NSW public sector 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.

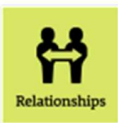
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

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
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate	Adept

		Act to prevent and report misconduct and illegal and inappropriate behaviour	
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	- Tailor communication to diverse audiences - Clearly explain complex concepts and arguments to individuals and groups - Create opportunities for others to be heard, listen attentively and encourage them to express their views - Share information across teams and units to enable informed decision making - Write fluently in plain English and in a range of styles and formats - Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	- Take responsibility for delivering high-quality customer-focused services - Design processes and policies based on the customer's point of view and needs - Understand and measure what is important to customers - Use data and information to monitor and improve customer service delivery - Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers - Maintain relationships with key customers in area of expertise - Connect and collaborate with relevant customers within the community	Adept
	Work Collaboratively Collaborate with others and value their contribution	- Encourage a culture that recognises the value of collaboration - Build cooperation and overcome barriers to information sharing and communication across teams and units - Share lessons learned across teams and units - Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work - Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services	Adept
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	- Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes - Make sure staff understand expected goals and acknowledge staff success in achieving these - Identify resource needs and ensure goals are achieved within set budgets and deadlines - Use business data to evaluate outcomes and inform continuous improvement - Identify priorities that need to change and ensure the allocation of resources meets new business needs	Adept

		Ensure that the financial implications of changed priorities are explicit and budgeted for	
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	- Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence - Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience - Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience - Seek contributions and ideas from people with diverse backgrounds and experience - Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness - Identify and share business process improvements to enhance effectiveness	Adept
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	- Be proactive in taking responsibility and being accountable for own actions - Understand delegations and act within authority levels - Identify and follow safe work practices, and be vigilant about own and others' application of these practices - Be aware of risks and act on or escalate risks, as appropriate - Use financial and other resources responsibly	Intermediate
	Project Management Understand and apply effective planning, coordination and control methods	- Perform basic research and analysis to inform and support the achievement of project deliverables - Contribute to developing project documentation and resource estimates - Contribute to reviews of progress, outcomes and future improvements - Identify and escalate possible variances from project plans	Intermediate

Occupational Specific Focus Capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
	Legal Advice Provide quality independent legal advice and explanation of legal issues	- Identify the client, purpose, scope and form of legal advice required, and factors such as urgency or sensitivity. - Obtain relevant information in complex matters and seek clarification or further information where necessary. - Manage legal issues relating to vulnerable clients, including where capacity may be in issue or where ethical or cross-cultural issues arise, with minimal guidance.	Level 2

- Analyse and apply relevant law to the facts, and advises on available options, while identifying the relevant policy, probity and operational considerations, with minimal supervision.
- Identify legal risks attached to particular courses of action and appropriate policies, processes and controls to manage legal risks, with minimal supervision.
- Review and approve the use of external legal services providers based on task and expertise required; supervises briefs.
- Manage relationship between external legal services providers and legal staff, with minimal supervision.
- Ensure legal work is completed to a high standard, and in a timely and cost-effective manner.

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 are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate



Procurement and Contract
Management

Understand and apply procurement processes to
ensure effective purchasing and contract
performance

Intermediate

Occupational Specific Complimentary Capabilities

Capability group/sets	Capability name	Description	Level
	Legal Research	Undertake legal research	Level 1
	Legal drafting	Prepare legal documents to achieve client outcomes	Level 2