

Role Description

Manager, Legal



Cluster	Premier's Department
Agency	NSW Reconstruction Authority
Division/Branch/Unit	Corporate Services General Counsel Legal
Role number	50038820 50017117
Classification/Grade/Band	Clerk Grade 11/12
ANZSCO Code	271311
PCAT Code	3338192
Date of Approval	3 June 2025
Agency Website	https://www.nsw.gov.au/departments-and-agencies/nsw-reconstruction-authority

Agency overview

The NSW Reconstruction Authority (the Authority) is a statutory corporation within Planning, Housing and Infrastructure. The Authority will improve how NSW plans for disasters and help communities to recover from them faster.

To reduce the severity and impacts of disasters, the Authority will complete critical planning and preparation with communities, 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

Provides expert legal advice, guidance and solutions on complex operational, commercial and reputational issues, to internal stakeholders and the Executive leadership team.

Key accountabilities

- Provide expert, timely, clear, comprehensive and solution focused legal services to internal stakeholders to mitigate legal risk and support organisational outcomes and performance, including the creation of a service delivery culture where legal risk is an integral consideration.
- Facilitate solutions relating to a range of legal issues including contracts and commercial law, procurement, infrastructure (and other construction related projects), property law, planning and environment law, grant funding and privacy.
- Represent the CEO and Executive Directors in discussions with other key stakeholders in matters requiring legal representation including negotiation of complex commercial transactions and agreements.
- Draft and advise on the negotiation and finalisation of legal agreements including project delivery agreements, funding agreements, agreements with other NSW Government entities, suppliers and other external stakeholders.

- Provide advice to stakeholders regarding compliance with statutory obligations, applicable NSW and Commonwealth Government policies and directions and the common law, as well as guidance on legal implications of decisions and actions.
- Interpret and distil complex legal issues for the agency and prepare advice, submissions, briefing notes and other legal documentation to provide guidance on legal implications of decisions and actions.
- Commission external expert legal advice as required, ensuring all necessary approvals and manage relationships with external legal services providers.
- Initiate and provide legal research and analysis on contentious issues to establish guidelines and solutions into the future.

Key challenges

- Undertaking a wide range of tasks with competing deadlines, the role requires excellent organisational skills, attention to detail and commitment to providing high quality legal advice and services.
- Providing diverse legal services and delivering proactive practical, defensible, risk based legal advice on specialist issues in a dynamic politically sensitive and complex working environment.
- Maintaining up-to-date knowledge of relevant legislation and case law, while ensuring on-time delivery of services.

Key relationships

Who	Why
Internal	
General Counsel and Legal Directors	• Receive advice and report on progress towards business objectives and discuss future directions. • Provide expert advice and contribute to decisive decision making and identify emerging issues/risks and their implications and propose solutions.
Work Team	• Share ideas and information and work collaboratively to enhance team outcomes
Divisional staff	• 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.
External	
Government and public sector	• Ensure that the Authority's strategic service delivery outcomes are advanced by maintaining effective, collaborative relationships and partnerships with other NSW Government stakeholders • Share information and learnings to continuously improve public sector performance • Liaise and keep informed of Government central decisions and seek information to incorporate into Agency operations

Who	Why
Non-government, business and industry and community sectors	Foster effective, collaborative relationships and partnerships with other stakeholders to facilitate the exchange of information and to maintain positive relationships
Vendors/Service Providers	- Provide instruction and obtain legal advice and information - Monitor and provide regular feedback to improve services - Consult, give and obtain information, negotiate required outcomes and timeframes and develop and maintain ongoing working relationships and networks.

Role dimensions

Decision making

- Carries a high level of autonomy in setting own priorities, and those of any staff supervised, in alignment with management.
- Ensures recommendations are based on sound evidence, but at times may be required to use their judgment under pressure or in the absence of complete information or as a source of expert advice to internal stakeholders across the Agency and externally.
- Maintains independence to develop a suitable approach in managing a unit/team, allocating resources, determining the conceptual framework towards projects and development of strategic plans.
- Has a high level of responsibility for determining appropriate unit/team actions undertaken, within government and legislative policies, and for ensuring quality control in the implementation of unit/teamwork.

Reporting line

General Counsel

Budget/Expenditure

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

Knowledge and experience

- Extensive knowledge and experience in providing legal advice in a complex multifaceted agency or business.

Essential requirements

- Admission as a legal practitioner of the Supreme Court of NSW and a current practicing certificate.
- Tertiary qualifications in a relevant legal field.

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
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	Model the highest standards of ethical and professional behaviour and reinforce their use Represent the organisation in an honest, ethical and professional way and set an example for others to follow Promote a culture of integrity and professionalism within the organisation and in dealings external to government Monitor ethical practices, standards and systems and reinforce their use Act promptly on reported breaches of legislation, policies and guidelines	Advanced
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	Present with credibility, engage diverse audiences and test levels of understanding Translate technical and complex information clearly and concisely for diverse audiences Create opportunities for others to contribute to discussion and debate Contribute to and promote information sharing across the organisation Manage complex communications that involve understanding and responding to multiple and divergent viewpoints Explore creative ways to engage diverse audiences and communicate information Adjust style and approach to optimise outcomes Write fluently and persuasively in plain English and in a range of styles and formats	Advanced
	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	Adept

		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	
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others Take account of the wider business context when considering options to resolve issues Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements Implement systems and processes that are underpinned by high-quality research and analysis Look for opportunities to design innovative solutions to meet user needs and service demands Evaluate the performance and effectiveness of services, policies and programs against clear criteria	Advanced
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Design and develop systems to establish and measure accountabilities Ensure accountabilities are exercised in line with government and business goals Exercise due diligence to ensure work health and safety risks are addressed Oversee quality assurance practices Model the highest standards of financial probity, demonstrating respect for public monies and other resources Monitor and maintain business-unit knowledge of and compliance with legislative and regulatory frameworks Incorporate sound risk management principles and strategies into business planning	Advanced
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Apply legal, policy and organisational guidelines and procedures relating to procurement and contract management Develop well-written, well-structured procurement documentation that clearly sets out the business requirements Monitor procurement and contract management processes to ensure they are open, transparent and competitive Be aware of procurement and contract management risks, and actions to manage or mitigate risk in monitoring contract performance Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles Escalate procurement and contract management issues, where required	Adept

Occupation specific capability set



Legal Advice

Provide quality independent legal advice and explanation of legal issues

Independently identify the client, scope, purpose and form of legal advice required in complex, urgent or sensitive matters.

Clarify and refine instructions where appropriate and assist others to do so.

Deal independently with vulnerable clients, including where capacity may be in issue or where ethical or cross-cultural issues arise.

Independently analyse and apply relevant law to complex facts, incorporating policy, probity and operational considerations, and creatively formulating options.

Independently identify and advise upon emerging legal risks and their strategic, commercial and policy implications.

Provide guidance to others on selection of external legal services providers and approves briefing of external legal services providers.

Conduct quality assurance of external legal advice provided and provide feedback to external legal providers.

Provide professional supervision to other legal roles in preparing legal advice to assure the quality of the advice provided.

Level 3

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.

COMPLEMENTARY CAPABILITIES

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



Project Management	Understand and apply effective planning, coordination and control methods	Adept
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