

Role Description

Senior Legal Officer



Cluster	Premier's 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	September 2025
Agency Website	https://www.nsw.gov.au/departments-and-agencies/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 provides high level expert legal advice and drafting services in the areas of commercial law, construction law and procurement to contribute to the Authority's work.

Key accountabilities

- Provide legal advice at a senior level in the areas of commercial law, construction law and procurement that is clear, accurate, comprehensive, timely and solution focused and addresses legal risk in the administration of all commercial matters across the Authority
- Draft and review contracts including complex agreements, briefing notes and correspondence at a senior level ensuring documents achieve desired business outcomes with supervision in more complex matters only
- Assist Authority staff with the negotiation of complex commercial transactions and agreements
- 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

- 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.

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	
Manager	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
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

- 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

Direct reports

N/A

Budget/Expenditure

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

Essential requirements

- Eligible to hold a current practising certificate in NSW
- Current knowledge and experience of commercial law and government procurement at a senior level
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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 • Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
	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 • Ensure that the financial implications of changed priorities are explicit and budgeted for	Adept
	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
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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.
- 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.

Level 2

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
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	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	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate

	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
	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