POSITION DESCRIPTION

LEGAL SUPPORT OFFICER

POSITION DETAILS

Date of Position Description	August 2023
Position Title	Legal Support Officer
Position Grade	9
Directorate | Business Unit	City Planning and Design | Development and Traffic Services
Reports to	Group Manager Development and Traffic Services
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

This position is responsible for the administrative management of development related legal proceedings in the NSW Land & Environment and Local Courts and matters relating to Liquor Licensing Applications. This role works in coordination with Council's Legal Services team and/or panel solicitors.

KEY RESPONSIBILITIES

- Co-ordination of legal proceedings including development related appeals in the NSW Land & Environment Court and Local Court that are managed by Development Services.
- Co-ordination and drafting of responses to Liquor & Gaming in relation to liquor licensing applications.
- Manage and maintain NSW Online Registry (including the administration of access by appropriate council officers)
- Receive and notify relevant staff and management of receipt of legal proceedings against Council and where Council is commencing legal proceedings.
- Brief legal service providers and advise management on appropriate use of law firms.
- Obtain advice, assistance, and opinion on legal matters.
- Manage and assist in preparation of draft Court documents (including briefs, statement of facts and contentions, summons, affidavits, Notices of Intention, Orders, reports and collation of evidence) attending court where required, assist in the selection of Council and Court appointed witnesses and attending to filing and serving documents.
- Conduct legal research as instructed by Council and law firms representing Council.
- Manage and liaise with Council staff, Councillors and community of Land & Environment Court and Local Court call over, section 34 conciliation conference and hearing dates (including the organisation of witness lists, evidence drafts and witness briefings, advertisement/renotification of amended applications).
- Maintain records including appeal status, outcomes, and legal costs, including maintenance of a legal invoice register and the processing payment of invoices in Council's account system.
- Prepare reports and liaise with relevant Delegated Authority in relation to obtaining instructions.
- Prepare accurate and efficient reports on legal matters in line with report cycle requirements.
- Stay up to date with legislation and Court procedural changes and advise relevant staff, and update systems and/or processes.
- Provide Court appeal outcome reports for staff training purposes.
- Identify and organise legal training for staff.
- Circulate relevant decisions and findings to staff,

- Handling of confidential material in compliance with Council's confidentiality policy
- Represent Council at external forums including Court and Liquor Accord Meetings and Planning Panels
- Co-ordination and management of Liquor Licensing Applications lodged with the Licensing Court of NSW
- Ensure that all data bases reflect Land and Environment Court decision (including but not limited to Planning Portal/Pathways)

Baseline

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice.
- Promote continuous improvement and innovation in process, practices and staff capabilities, optimisation of technology and training.
- Project manage and coordinate cross functional teams of professionals to promote accountability and alignment towards achieving desired organisational outcomes.
- Promote and maintain effective relationships with all internal and external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors, and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Promote positive team culture and engagement.
- Ensure probity and transparency is in line with industry best practice, Council processes and policies and legal obligations.

KNOWLEDGE

Qualifications (Level)

- Tertiary qualifications in legal studies or equivalent, or extensive experience working in a development related legal environment.

Experience

- Demonstrated legal experience in a similar role and similar diversity of commercial, industrial, residential and community development, as City of Parramatta Council.
- Demonstrable detailed understanding of the relevant legislative and regulatory requirements applicable to the designated area and the ability to practically apply this knowledge.

Skills

- Well-developed ability to communicate, negotiate, build relationships, and influence others with an engaging approach and technique.
- Strong time management and technology skills
- Strong commitment to teamwork and ability to work independently.
- Demonstrated research and analytical skills.
- Ability to draft orders, notices, and other legal documents.
- Knowledge of the Local Government Act and Environmental Planning, Assessment Act and Liquor Act