

## POSITION DESCRIPTION

<b>Role Title:</b>	Senior Solicitor
<b>Classification:</b>	VPSG5.1
<b>Office:</b>	Victorian Ombudsman (VO) Level 2, 570 Bourke Street, Melbourne 3000
<b>Branch:</b>	Legal
<b>Role Number:</b>	100048
<b>Salary Range:</b>	\$113,022 to \$124,884 per annum, plus 12% employer superannuation contribution
<b>Tenure:</b>	Ongoing
<b>Reporting Line:</b>	Director Legal

### Position Context:

The Victorian Ombudsman (VO) provides a free, independent, accessible and impartial service to the public. Our purpose is to ensure fairness for the public in their dealings with the Victorian public sector, to improve public administration, and engage within both public organisations, the government sector and the broader community. The *Ombudsman Act 1973* (Vic) is the governing legislation.

The VO's role is to ensure that the services of state and local government, and other public organisations are delivered in a fair and reasonable manner that is compatible with the *Charter of Human Rights and Responsibilities Act 2006* (Vic) and that human rights have been taken into consideration in decision making.

### About this role:

We have an exciting opportunity for an enthusiastic and motivated solicitor to join the in-house legal team at VO.

The solicitor will provide critical support to the Legal Team preparing succinct and practical legal advice, drafting template contracts, briefs to counsel, correspondence and court documents across the range of VO's functions.

The solicitor role requires demonstrated in-house corporate and commercial legal experience, including contracts, procurement, governance, privacy law, freedom of information, statutory interpretation and administrative law.

The solicitor role requires knowledge of or experience in public sector decision making, human rights, litigation, investigations, and investigative strategy, including assessing and evaluating evidence.

It is an essential component of the role that the solicitor be able to consult with all teams across the VO and

their colleagues in the Legal Team, and build trust and establish and maintain, constructive relationships at all levels within the organisation.

The Senior Solicitor also assists in designing, coordinating and facilitating of training across all division of the Ombudsman, under the guidance of the Director, Legal and Principal Solicitor.

A strong team player, it is an essential component of the role that the Senior Solicitor be able to consult with stakeholders, and build trust and establish and maintain, constructive relationships at all levels within the organisation.

The Senior Solicitor needs to also demonstrate strong strategic awareness in the pursuit of organisational goals and outcomes.

Core to this role is an understanding of the *Ombudsman Act 1973* (Vic) or an ability to quickly obtain this.

### **Role Responsibilities**

- Provide high quality oral and written legal advice to teams across the organisation on a diverse range of legal issues.
- Provide high quality oral and written legal advice to teams across the organisation in relation to corporate and commercial issues, including contracts, procurement, governance, privacy law, freedom of information, statutory interpretation and administrative law.
- Assisting in the preparation and review of documents required to support the Ombudsman's use of coercive powers.
- Draft high-level reports and contribute to the development and maintenance of policies, procedures and systems.
- Consider, assess and respond to issues concerning the Ombudsman's statutory and compliance obligations under the Ombudsman Act or any other laws relevant to the investigative process.
- Collaborate with other teams across the organisation in order to meet the Ombudsman's natural justice obligations in relation to the publication of special and annual reports.
- Prepare and present training to internal teams and external bodies in support of the Ombudsman's education and training function.
- Provide supervision, support and contribute to the professional development of less experienced legal staff.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and organisational occupational health and safety (OHS) policies and procedures.

### **KEY SELECTION CRITERIA**

#### **Technical Expertise**

- Bachelor of Laws or equivalent legal qualification from a recognised tertiary institution.
- Current practising certificate under the Legal Profession Uniform Law (or eligibility to acquire a practising certificate).
- Admission to practice as an Australian Lawyer and/or at least 3 years post admission experience is highly desirable.
- Demonstrated in-house corporate and commercial legal experience, including privacy law, procurement, governance, freedom of information, statutory interpretation and administrative law.
- Knowledge of or experience in public sector decision making, human rights, litigation, investigations, and investigative strategy, including assessing and evaluating evidence.

### Personal Attributes

- **Outcomes Thinking:** Works with others in the organisation to establish mechanisms to monitor impact of work on the public sector and the community; Ensures team/organisation's operating and delivery model is designed in ways that create a positive impact on community.
- **Working Collaboratively:** Guides others to create a culture of collaboration; Identifies and works to overcome barriers to knowledge or information sharing; Identifies opportunities to work with other teams to deliver outcomes.
- **Promote Inclusion:** Contributes to a workforce that is diverse and takes advantage of relevant knowledge and skills; Creates opportunities to improve knowledge of teams in respect of diversity and inclusion.

### Meaningful Outcomes

- **Strategic Planning:** Coaches others and engages key stakeholders in strategic planning processes; Translates strategic direction into team and individual plans and daily activities for self and others.
- **Systems Thinking:** Diagnoses trends, obstacles and opportunities in the internal and external environment that connects to own work and teams work; Coaches others in using systems thinking to solve problems; Understands the linkages between systems and communities to inform policy; Conceptualises and defines the systems working within the organisation.

### Enabling Delivery

- **Critical Thinking and Problem Solving:** Has regard to wider organisational context when considering options to resolve issues; Identifies recurring problems and prevents future recurrence by integrating solutions into work process; Delivers tangible business outcomes as a result of critically evaluating problems from multiple perspectives and delivering effective solutions.
- **Political and Organisational Context:** Uses formal and informal relationship influencing and decision making processes; Ensures solutions or actions adhere to values, ethics, responsibilities, legal obligations and limits that apply to the organisation; Considers priorities and interests of various groups and key individuals.

### Authentic Relationships

- **Communicate with Impact:** Makes a positive impression on others and comes across confident and credible; Communicates orally in a manner that is clear, fluent and holds the listeners' attention; Able to deal with difficult and sensitive topics and questions.
- **Stakeholder Management:** Identifies common issues for one or more stakeholders and uses them to build mutually beneficial partnerships; Identifies and responds to stakeholder's underlying needs or concerns; Uses understanding of the stakeholder's organisational context to ensure outcomes are achieved.

## OTHER RELEVANT INFORMATION

All appointments to Victorian Ombudsman are subject to reference checks, pre-employment misconduct screening, Working with Children and criminal record checks.

Mandatory checks include:

- Candidates must be an Australian Citizen or permanent Australian Resident.
- Appointments will be subject to a National Police Check and Working with Children Check.
- Completion of a conflict of interest and declarable associations form.
- Satisfactorily complete (as per legislation) a:
  - a. Statutory Declaration for recruitment purposes

b. Confidentiality Declaration.

- All new employees are required to take an oath or affirmation on commencement.
- All new employees will refrain from engaging in any other remunerative employment without the explicit prior consent of the Ombudsman.

Some roles may require confirmation of stated qualifications.