



Safe Work Australia Application Kit

# Senior Government Lawyers

(VN-0696443)

## POSITION DETAILS

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<b>Classification:</b>	Executive Level 1
<b>Position Number:</b>	Various
<b>Salary:</b>	\$111,152 – \$136,964 (plus 15.4% superannuation)
<b>Employment type:</b>	Ongoing, full time (37.5 hours) and part time
<b>Section:</b>	Legal
<b>Branch:</b>	Legal Services
<b>Location:</b>	Canberra, ACT
<b>Contact Officer</b>	<b>Emma Sloan</b> (02) 6218 4046 or Emma.Sloan@swa.gov.au
<b>Closing Date</b>	<b>11.30pm (AEST) 9 November 2021</b> <b>Extensions may be granted in exceptional circumstances only.</b>

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## Your Role

As a Senior Government Lawyer, you will work across a range of practice areas. Working with a broad degree of independence under the direction and supervision of the Principal Government Lawyer, you will advise the Agency on legal matters, to ensure compliance with the Commonwealth's legislative and policy framework.

You will have the opportunity to work on a variety of tasks in a supportive and friendly team and will work closely with other teams across the Agency to provide practical solutions to legal and policy issues. To be successful in this role you will have excellent interpersonal skills, negotiation skills and have an ability to critically analyse issues and identify factors and trends that may impact the section's work.

Successful applicants will be required to:

- provide high quality and timely legal advice across a range of practice areas
- lead some of the Agency's legislative development projects, including instructing drafters and liaising with relevant stakeholders
- supervise and mentor junior lawyers, including second counselling
- review and determine policies and procedures to ensure legal accuracy and compliance
- monitor case law for any developments that may be relevant to the operation of the model WHS laws or to the Agency's operations more generally
- monitor legislation and policy developments to identify and keep up to date on public sector governance issues
- prepare briefing material for the Executive and other stakeholders on legal developments affecting the Agency, including options for implementation.

## Our Agency

Safe Work Australia (SWA) is a leading and trusted national policy body for Work Health and Safety (WHS) and workers' compensation. We are jointly funded by the Commonwealth and state and territory governments and work collaboratively with work health and safety regulators, industry groups and unions.

We are a small Agency of around 100 people located in Canberra and our work plays a significant role in the lives of 13.5 million working Australians and their families through preventing work-related fatalities and injuries.

We are committed to professionalism, excellence, and collaboration. We encourage innovative thinking and the drive and skill to see those ideas implemented.

We are an engaged workplace that prides ourselves on our commitment to safety, diversity, and inclusion. We have an active Workplace Inclusion Network and social club and we participate in a range of corporate and charitable activities.

## Our Section

The Legal Services Section provides a broad range of in-house legal services to the Agency. We provide legal services to the Agency and work closely with the Executive. Our work includes:

- Advising on the model work health and safety (WHS) laws
- Providing drafting instructions on legislation development to the model WHS laws
- Advising the Agency on matters including but not limited to contracts and grants, intellectual property, employment law, freedom of information and privacy.

## Education and experience

Tertiary qualifications in law are required, as well as being admitted as a solicitor of the High Court of Australia or the Supreme Court of a State or Territory.

## Eligibility

To be eligible for employment with SWA, you must be an Australian citizen and you will be required to successfully undergo a police record check.

The successful applicant must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

## How to apply

Our [website](#) provides guidance to assist you through the application and selection process.

To apply for this role, you will need to send:

- a [completed application coversheet](#)
- a resume outlining your career history and qualifications
- a pitch (no more than 500 words) telling us how your skills, knowledge, experience, and qualifications make you the best person for the job.

To [recruitment@swa.gov.au](mailto:recruitment@swa.gov.au), by **11.30pm (AEST), 9 November 2021**

Please note in the subject line of your email (in this order) the job title, classification, and vacancy number (VN) as per the Gazette.

Following the selection process, suitable applicants may be placed in a merit pool which can be used to fill similar roles within 12 months of the vacancy being notified in the gazette.

Any queries relating to the submission of your application can be directed to the People Strategies section via [recruitment@swa.gov.au](mailto:recruitment@swa.gov.au) or by phoning 02 6240 5064.