

Safe Work Australia Application Kit

# Paralegal

(VN-0738932)

## POSITION DETAILS

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<b>Classification:</b>	APS Level 3 / APS Level 4
<b>Position Number:</b>	Various
<b>Salary:</b>	\$70,257 - \$82,225 (plus 15.4% superannuation)
<b>Employment type:</b>	Ongoing, Non-ongoing, full time (37.5 hours) or part time
<b>Section:</b>	Legal Services
<b>Branch:</b>	Legal Services Branch
<b>Location:</b>	Canberra, ACT
<b>Contact Officer</b>	Leah Palamountain (02) 6121 7119 or <a href="mailto:Leah.Palamountain@swa.gov.au">Leah.Palamountain@swa.gov.au</a>
<b>Closing Date</b>	<b>11.30pm (AEDT) Monday 25 March 2024</b> Extensions may be granted in exceptional circumstances only.

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## Your Role

We are looking for a highly motivated individual to become part of our small but vibrant Legal Services Section, which provides a broad range of in-house legal services to the Agency.

As a Paralegal, your responsibilities will include:

- undertaking research and analysis of legal issues across a range of practice areas
- monitoring case law and legislation for developments that may be relevant to the operation of the model Work Health and Safety (WHS) laws or to the Agency's operations more generally
- drafting a range of correspondence for review by a senior lawyer
- complying with record keeping policies by accurately maintaining documents and files
- assisting with processing freedom of information requests, and
- performing other tasks as required.

The ideal candidate for this role will have the following capabilities:

- problem solving skills, including strong analytical skills and the ability to resolve legal issues with practical options
- strong written and oral communication skills
- ability to work well within a team and with internal clients, and
- ability to manage, organise and prioritise projects to meet deadlines.

## Our Agency

Safe Work Australia (SWA) is a leading national policy body for WHS and workers' compensation. We represent the interests of the Commonwealth, states and territories, as well as workers and employers. We are a small Agency of around 100 people yet our work plays a significant role in the lives of 13.5 million working Australians and their families through the provision of guidance to create safer and more productive workplaces, and the prevention of work-related death, injury and illness. As a national policy body, we do not regulate WHS laws or administer workers' compensation arrangements which is a matter for the Commonwealth, states and territories.

We provide generous terms and conditions and flexible working arrangements. We are committed to professional development, health and wellbeing, as well as maintaining an engaged and enthusiastic workforce. Our Agency has an active Workplace Inclusion Network and social club, and we participate in a range of corporate and charitable activities.

We pride ourselves on being an inclusive workplace. People from a culturally and linguistically diverse background, LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people with disability and people with parenting or caring responsibilities are strongly encouraged to apply.

Centrally located in the Nishi Building in Canberra, our office has easy access to a variety of cafés and restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths.

Find out more about [who we are and what we do](#).

## Our Section

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

- advising on the model work health and safety (WHS) laws
- advising on matters relating to workers' compensation
- amending the model WHS laws, and
- advising on commercial and corporate matters, including copyright, intellectual property, employment law, freedom of information and privacy.

The Legal Services section is an integral part of the delivery of SWA's function. We have a genuine commitment to making flexible work arrangements, and we encourage everyone in the team to undertake training or coaching that both benefits your career at SWA but also into the future.

## Education and experience

The following education and experience is highly desirable:

- Currently studying a degree in law from an Australian university or a comparable overseas degree which is recognised in Australia for admission to practice, or have experience working in the legal industry; and
- Ability to work part-time (ideally at least 2-3 days per week) while completing your degree. Full time work may be available during university vacation periods.

## 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 minimum of 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 the following to [recruitment@swa.gov.au](mailto:recruitment@swa.gov.au), by **11.30pm (AEDT), Monday 25 March 2024**.

- a [completed application coversheet](#)
- a resume outlining your career history and qualifications



- a pitch (no more than 750 words) telling us how your skills, knowledge, experience, and qualifications make you the best person for the job.

Please include the following in the subject line of your email (in this order):

- job title
- classification, and
- vacancy number (VN) as per the APS Gazette.

Following the selection process, suitable applicants may be placed in a merit pool which can be used to fill similar roles within 18 months of the vacancy being notified in the APS 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.