



ROLE DESCRIPTION

Vacancy reference:	CL(E)33/22
Closing date:	Tuesday, 6 December 2022
Position title:	Lawyer
Branch/division	Workcover Commercial, Property, Insurance and Risk Branch Crown Law
Location:	Brisbane CBD
Classification:	PO4
Status	Fixed term full-time for the period of 9 months with the possibility of extension
Salary range (per fortnight):	\$4,033.00 - \$4,337.70
Contact name:	Ed Zappert, Assistant Crown Solicitor
Telephone:	(07) 3031 5770

Our vision

To be the Queensland Government's first choice by being the best provider of legal services.

Our purpose

Crown Law's purpose is to protect and support Government in the public interest.

Our core values

- Integrity – absolute impartiality and honesty
- Excellence – total attention to detail, consistency and client needs
- Respect – treat people as you would want to be treated
- Responsibility – everyone to take responsibility for their own work and do their best.

Your opportunity

The successful appointee will undertake the range of legal matters handled by legal officers within Crown Law. The appointee will also be required to assist senior officers in the conduct of more complex legal matters handled within Crown Law. The range of legal work undertaken by legal officers at the PO4 classification level within Crown Law is set out in the attached Schedule.



Your key responsibilities

- Conduct a professional legal practice and undertake the range of legal work set out in the attached Schedule.
- As required, assist in:
 - the provision of legal training to officers of client Departments;
 - the provision of legal training to officers of Crown Law;
 - the provision of advice and guidance on questions of law and practice to more junior officers within Crown Law;
 - the provision of clear and succinct written communication in a variety of settings and styles; and
 - the conduct of the more complex matters handled by legal officers within Crown Law. In providing this support it is anticipated that limited supervision will be provided.
- Participate in and maintain a proactive approach to Self Development, including:
 - achievement of CPD points; and
 - participation in Crown Law's performance management framework and any feedback processes.
- Comply at all times with the office standards, including:
 - the client service charter;
 - the requirement to meet set targets for billable hours;
 - quality and timeliness measures; and
 - Quality Assurance framework.

Your experience and skills

This role is mapped to the **Individual Contributor** profile.

Within the context of the key responsibilities described above, the ideal applicant will be someone who can demonstrate their knowledge, skills, experiences and capability in the following areas:

- **Drives accountability and outcomes** – Demonstrates accountability for the execution and quality of results through professionalism, persistence and transparency (**Results**)
- **Demonstrates sound governance** – Maintains a high standard of practice through governance and risk management (**Accountability**)
- **Leads strategically** – Thinks critically and acts on the broader purpose of the system (**Vision**)
- **Pursues continuous growth** – Pursues opportunities for growth through agile learning, and development of self-awareness (**Accountability**)
- **Applies specialist knowledge and skills**: Demonstrates and maintains strong skills and a high standard of practice in the relevant area (**Technical/Occupation Specific**).

*For more information regarding the Leadership Competencies for Queensland please visit <https://www.forgov.qld.gov.au/leadership-competencies-queensland>.

Mandatory

Admission, or eligibility for immediate admission, as a Legal Practitioner of the Supreme Court of Queensland, and enrolment or eligibility for enrolment, to practice in the Federal and High Courts of Australia.

It will be a condition of appointment that the successful appointee be admitted as a Legal Practitioner of the Supreme Court of Queensland at least on a conditional basis within 3 months of the date of appointment.





Your benefits

You will work in a flexible organisation with fantastic employment conditions. We offer challenging and engaging work, career development and competitive remuneration, work-life balance, and a unique and positive working environment.

How to apply

We would like you to provide:

- Your current resume providing information which demonstrates your ability to meet the requirements of the role.
- Please email CLRecruitment@crownlaw.qld.gov.au quoting the vacancy reference.

Additional information

- The incumbent may be required to work across various teams and branches in Crown Law
- Applications to remain current for 12 months.
- A criminal history check will be undertaken for this position on any recommended applicant due to the nature of the work involved.
- Applicants are advised that the work of Crown Law may expose employees to disturbing material including offending behaviours, criminal activity and other explicit, distressing or offensive content.
- Any applicant recommended for appointment who is a current or previous public sector employee is required to disclose previous serious disciplinary action taken against them. If recommended for appointment the Panel Chair will contact the applicant further to discuss this requirement.
- All newly-appointed public service employees are obliged to provide their chief executive a disclosure of employment as a lobbyist in the previous two years.
- All newly appointed public service employees who have been employed as a lobbyist in the previous two years are required to provide a disclosure to the Director-General within one month of commencement in accordance with Disclosure of Previous Employment as a Lobbyist Policy.
- This position may be subject to a three month probationary period.
- The incumbent may be required to work hours outside the normal hours.
- Interstate and Intrastate travel may be required.

People from diverse backgrounds including non-English speaking backgrounds, people with a disability, women, and Indigenous people are encouraged to apply.



TEAM SCHEDULE

WorkCover Team - Commercial, Property, Insurance & Risk Branch

This Schedule identifies the specific requirements of the WorkCover team, Commercial, Property, Insurance and Risk Branch.

- Undertake the defence of complex workers' compensation claims on behalf of the Crown, Crown Corporations and Instrumentalities in relation to the following areas of law:
 - *Workers' Compensation Act 1990;*
 - *WorkCover Queensland Act 1996;* and
 - *Workers' Compensation and Rehabilitation Act 2003.*
- Provision of high quality advice in respect to matters arising out of the areas of law referred to above, including, but not limited to, indemnity, liability, quantum, and evidence, settlement, costs or other aspects.
- Provision of high quality advocacy and litigation work in respect to matters arising out of the areas of law referred to above, including, but not limited to, appearing as Counsel on interlocutory applications and at compulsory conferences, drafting pleadings, affidavits and other court documents.
- In addition to the above Workers' Compensation legislation, applicants should be familiar with or have knowledge of the following legislation:
 - *Personal Injuries Proceedings Act 2002;*
 - *Motor Accident Insurance Act 1994;* and
 - *Civil Liability Act 2003.*
- Should have an extensive knowledge of the Uniform Civil Procedure Rules and be familiar with the rules of the Federal and High Court.
- Is responsible for the provision of high quality advice, submissions and correspondence in complex and sensitive matters for consideration at Ministerial, Cabinet or inter-governmental levels.