

Position Description



Position Title	Legal Policy Officer
Position Number	CC0119
Job Grade	VPS Grade 4
Employment Status	Full-time, Ongoing
Position Reports To	Manager Law Reform & Policy
Location	Level 10, 181 William Street, Melbourne
Position Contact	Alison Edwards, Manager Law Reform & Policy Ph: 03 8636 6476

Role Context

This role is part of a small unit and supports the Manager Law Reform and Policy in formulating responses to proposed legislative reform and prepares high level summaries on legislative change. The role is part of the Court's Governance, People, Policy and Communications Team.

Key Accountabilities

- Prepare high level summaries on legislative change that contain clear, accurate and pertinent information based on knowledge, research and analysis.
- Assist in drafting submissions to Government and non-Government agencies as part of various law reform consultations.
- Research and monitor developments in relevant areas of civil and criminal law reform, including by actively and regularly:
 - monitoring the progress of both Victorian and Commonwealth legislation in Parliament and prepare high level summaries that present clear, accurate and pertinent information based on knowledge, research and analysis; and
 - monitoring the Government Gazettes to identify dates of Royal Assent and Proclamation of legislation that is relevant to the Court.
- Provide advice to the Manager Law Reform and Policy on legal policy issues relevant to the Court.
- Participate in consultations as directed with Government and non-Government agencies on policy proposals and represent the Court on appropriate committees, working parties and reference groups as required.
- Collaborate across the Court in formulating responses which identify the impact of proposed legislative reform.
- Assist with the implementation of new legislation across all functional areas of the Court, including assisting with the development of new processes and systems as required, and preparing a regular publication updating judges on recent reforms and consultations.
- Assist in the preparation of case summaries for the Criminal Law Newsletter.
- Undertake administrative tasks associated with law reform and policy, such as maintaining and updating schedules, file management, arranging meetings, taking the minutes of meetings, and preparing briefings.

Position Description

- Contribute to a positive work environment.
- Undertake other duties as directed by the Manager Law Reform and Policy.

Key Selection Criteria	
Technical Expertise	<ul style="list-style-type: none"> • Knowledge of civil and criminal law, including court-related legislation, public administration, governance and current issues in the law, is highly desirable. • Knowledge of Cabinet processes and Government decision-making processes is highly desirable. • Capacity to develop expertise in legal analysis, including areas relating to statutory interpretation and government decision-making.
Knowledge and Skills	<ul style="list-style-type: none"> • Written Communication – produces a range of business correspondence and reports presenting clear, factual and pertinent information based on knowledge, research and analysis. • Verbal Communication – confidently conveys information, using persuasion and bargaining as required, to provide clear and persuasive information and respond effectively to the relevant audience in a tactful, respectful, yet firm manner. • Problem Solving – develops operational responses to recurring issues based on knowledge and expertise, as well as an accurate appraisal of facts, causes, assumptions, and different points of view. • Organising and Planning – uses knowledge and experience to develop and implement systems to plan and monitor own performance. • Influence and Negotiation – establishes trust with others, gathers information and develops persuasive arguments based on facts, precedents and common views to advocate own viewpoint and win concessions while maintaining good relations. • Policy Skills – applies a range of policies, interpreting policy frameworks to address new situations and create precedents and respond to policy changes by developing and implementing new or revised processes. • Project Management – develops and implements straightforward project plans, undertakes multiple project activities, maintains regular contact with project members and researches and drafts reports to achieve support of project deliverables. • Stakeholder Management – establishes relationships with stakeholders, develops effective stakeholder oriented responses, and assesses, develops and negotiates innovative solutions to complex issues.
Personal Qualities	<ul style="list-style-type: none"> • Conceptual and Analytical Ability – uses conceptual thinking and sound analytical approaches to support decision making in the work area. • Detail Focus – undertakes finely detailed work in a precise and accurate manner. • Flexibility – adapts approaches and work to changes in the environment and effectively meets new challenges. • Initiative and Accountability – takes responsibility for actions and proactively implements work plans and addresses issues.

Qualifications

A tertiary qualification in law is essential.

Experience in practice and/or a relevant post-graduate qualification will be highly regarded.

Important Information

The salary range for this position is set out in Schedule C of the [Victorian Public Service Enterprise Agreement 2020](#)

The appointment will be governed by the [Public Administration Act 2004](#).

County Court employees are required to abide by the [Code of Conduct](#) for Victorian Public Sector Employees 2015. The County Court is committed to minimising its environmental impact and requires all staff to reduce resource use such as paper and electricity where possible.

Working at the County Court can be both rewarding and meaningful, and for some it may be the start to a fulfilling career. We also know that it can be a difficult and confronting environment. Our employees may be regularly exposed to a range of challenging experiences, images, and materials. This includes, for many of our employees, interacting with and/or witnessing persons who are in a highly emotional and distressed state, hearing or reading confronting materials, and bearing witness to potentially traumatic events.

The environment can challenge employees in ways where the impact is not necessarily evident immediately but can accumulate over time. With this in mind, the County Court takes very seriously its obligation to take all reasonable measures to create a psychologically safe workplace. Whilst we cannot eliminate the exposures to our employees, we can and do put services, programs, and strategies in place to help mitigate the psychological impact of the exposures.

However, as an employee of our Court there is a requirement for staff to proactively manage their psychological health. Employees are expected to be aware of their environment and take reasonable measures to maintain their health and wellbeing including by accessing proactive, early intervention and responsive programs and services.

Employees are supported with this by being provided with the necessary training, plus ongoing guidance, and support. We aim to build a thriving workforce and we share the responsibility to make that happen. All appointments to the County Court are subject to reference checks and criminal record checks. Some positions may also be subject to a medical check.

The County Court embraces diversity amongst its staff and strongly encourages suitably qualified people from all cultural backgrounds to apply.

About the County Court

The County Court of Victoria is established pursuant to the *County Court Act 1958*. It has original and appellate jurisdiction and is the principal trial court in the State of Victoria.

The Court hears over 11,000 criminal, common law and commercial cases each year. The County Court has unlimited monetary jurisdiction in common law and commercial matters.

In its criminal jurisdiction, the Court hears all indictable offences except treason, murder and related offences.

There are a total of 80 Judges of the Court and over 300 staff, including judicial support staff. The County Court regularly conducts circuit sittings at 12 circuit courts situated in major centres throughout regional Victoria.

The County Court is committed to continuous improvement in accordance with the International Framework for Court Excellence.

The Court's vision is to be a leader in court excellence, delivering the highest standard of justice to the community and inspiring public confidence in the rule of law.

Employee Obligations

Occupational Health and Safety

County Court of Victoria is committed to providing and maintaining a working environment which is safe and without risk to the health of its judiciary, employees, court users and contractors. Achieving this aim is the responsibility of us all.

Respect in the Workplace

Employees of the County Court of Victoria must show respect for other employees, the judiciary and members of the public by treating them fairly and objectively and ensuring freedom from discrimination, sexual harassment, racial or religious vilification, victimisation and bullying.