

Candidate pack

Senior Lawyer

Executive Level 1 - Senior Lawyer

\$121,755 - \$147,652 plus 15.4% superannuation

Full-time, Ongoing, Non-ongoing

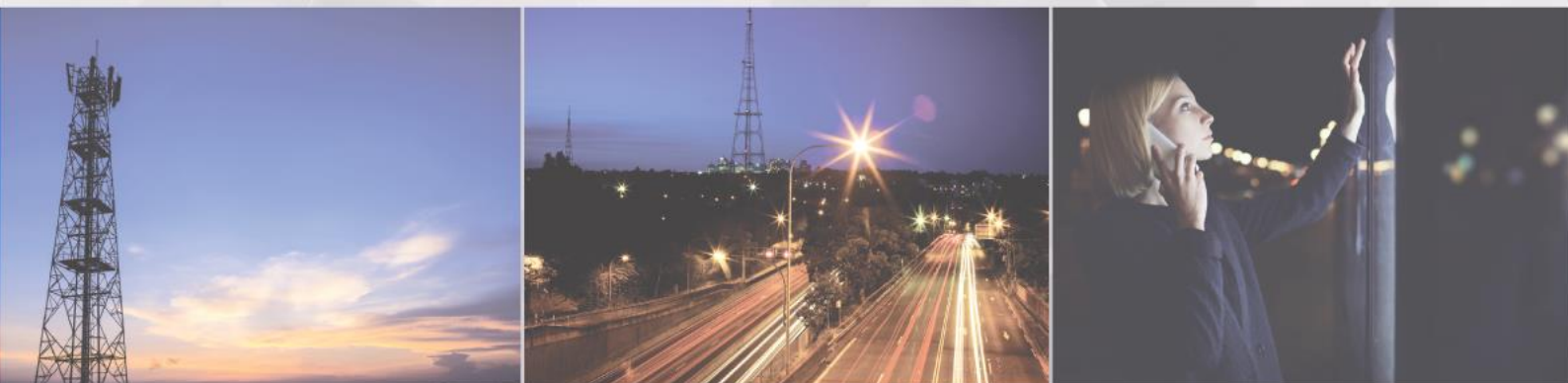
Location: Canberra, Melbourne, Sydney

Division: Legal Services

Reference: 3025-2026-1

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Applications close: Thursday, 16 July 2026 at 11.59pm AEST



About the ACMA

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

We have a wide and varied remit that includes:

- management of the radiofrequency spectrum
- monitoring industry compliance with broadcasting content rules
- helping to protect telco consumers
- reducing scams, spam and other unsolicited communications, and
- minimising gambling harms.

We undertake this work through a range of education, investigation and enforcement activities.

We also facilitate industry innovation and performance, supporting competition and technological advancement that benefits business, the economy and the Australian community.

Any given day at the ACMA is likely to involve connection and collaboration with people in your own team and other teams, keeping on top of interesting and fast-moving topics, thinking creatively about how to solve problems and improve the way we do things, and demonstrating initiative and a 'can-do' approach. We are never too busy to offer and provide support to each other.

To find out more about the ACMA visit www.acma.gov.au

To find out more about working at the ACMA visit [Careers | ACMA](#)

Who we are

The **Legal Services Division** provides independent legal advice and assistance in relation to all facets of the ACMA's work including, but not limited to, compliance and enforcement, legislative and administrative instruments, litigation, contractual matters, human resources policies, internal governance, regulatory decisions, Freedom of Information requests and administrative law challenges.



About the role

This role provides an opportunity for a highly skilled lawyer who will contribute to maximising the economic and social benefits of communications and media in Australia.

As a **Senior Lawyer** within the ACMA's in-house legal team, the successful candidate will have a key role in providing high quality and strategic legal advice and assistance to the Authority and operational teams. Among other duties, this will include duties as the legal adviser assisting with the conduct of investigations, litigation and regulatory projects.

In this role you will:

- provide accurate and well researched strategic advice that takes into account policy objectives and legal risks, delivered within agreed timeframes
- draft legal documents and instruments which are legally accurate and demonstrate understanding of client functions and requirements
- have carriage of compliance and enforcement matters, including administrative hearings and litigation
- advise on and manage applications under the *Freedom of Information Act 1982*
- effectively communicate with internal clients and external parties, including external legal services providers
- demonstrate and support a positive team culture and work environment by being respectful, collaborative and productive.

Our ideal candidate

The successful candidate will have highly developed legal and analytical skills, excellent communication skills, and demonstrated experience in the key areas of law relevant to the ACMA including statutory interpretation, drafting instruments, administrative law, litigation and media and communications law or a capacity to develop an expertise in these areas.

You will hold a degree in law and admission, or eligibility for admission as a legal practitioner, barrister or solicitor of the High Court of Australia or the Supreme Court of a State or Territory.

The selection panel will use all information provided to assess how well an applicant meets the following selection criteria:

Selection Criteria

- **Section criterion 1 - Technical skills and knowledge**
 - Proven ability to apply professional knowledge and provide high quality and timely specialist legal advice and assistance.
 - Demonstrated high level analytical and conceptual skills and the ability to develop appropriate and strategic solutions to legal issues.



- **Section criterion 2 – Supports strategic direction**
 - Proven ability to analyse and assess information to identify legal issues to support the strategic direction of the organisation.
 - Proven ability to undertake objective systematic analysis and draw accurate conclusions.

- **Selection criterion 3 – Achieves results**
 - Proven ability to manage project or service delivery responsibilities within area of expertise through to completion to achieve quality outcomes.
 - A willingness to contribute their own expertise to achieve outcomes for the work area and capitalise on the expert knowledge and skills of others.

- **Selection criterion 4 – Teamwork and building partnerships**
 - Capacity to develop a sound understanding of key stakeholder and client requirements and to develop responsive approaches to project/service delivery.
 - Proven capacity to work successfully with others by fostering a positive, respectful, collaborative and productive work environment.

- **Selection criterion 5 – Personal drive and integrity**
 - Capacity to focus in a high-pressure environment and show resilience to achieve objectives.
 - A demonstrated knowledge and capacity to apply the APS Values and Code of Conduct, participative management practices, workplace diversity and work health and safety within a work and team environment.

- **Selection criterion 6 – Influential communication**
 - Proven ability to structure expert advice and communications to ensure clarity of complex and specialised matters with relevant stakeholders, having anticipated and identified the stakeholder's objectives.



What we offer you

We offer competitive conditions and excellent benefits:

- **Make a difference:** Make a positive contribution to the Australian people and community, as Australia's communications and media regulator.
- **A great team:** Join a collaborative and collegiate workforce that fosters life-long connections, supportive supervisors and access to our leadership, to deliver shared goals.
- **Grow your career:** We value the skills and experience our staff bring to the ACMA and are committed to their further development. Our unique breadth of work provides diverse professional and mobility opportunities that enable growth and progression.
- **Flexibility and balance:** We promote a healthy work/life balance with flexible conditions and provide a culturally supportive environment that supports caring responsibilities so staff can remain engaged at work.
- **Health and wellbeing:** We are committed to the health and wellbeing of our staff and our leadership lead by example. We extend services that enhance and promote physical health, mental health and social wellbeing to benefit you and your family.
- **Centralised offices and lifestyle:** With options to be in our Canberra, Melbourne or Sydney offices, staff are in close proximity to cafés, dining, retail facilities, public transport, childcare centres and gym and fitness options.
- **Conditions:** Competitive benefits, plus 15.4% superannuation and options for cultural leave, primary (18 weeks) and secondary (14 weeks, increasing to 18 weeks by 2027) parental leave and the ability to purchase additional leave.

What our staff say

- *'There are genuinely good people here who want to make a difference in their work and do good work for Australian people.'*
- *'We have a dynamic and diverse remit with supervisors who create opportunities for growth and learning new skills.'*

To find out more about working at the ACMA including what our staff say, visit [Working with us | ACMA](#)

Eligibility

To be eligible for employment with the ACMA, applicants must be Australian citizens.

The successful applicant must be able to obtain and maintain a **Baseline 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.

Successful applicants are required to satisfy an employment screening process which includes demonstrating Australian citizenship, satisfactory completion of security and integrity checks and successful completion of a medical assessment.



Use of merit pools

Suitable candidates may be placed in a merit pool and the pool may be used to fill similar ongoing or non-ongoing roles.

Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles. Applicants are asked for their consent to share this information as part of the application process.

RecruitAbility

All of our roles are advertised under the RecruitAbility scheme which is aimed at attracting and developing applicants with disability and also facilitating cultural changes in selection panels and agency recruitment.

Job applicants can be advanced to the next stage of the selection process where they:

- opt into the scheme
- declare they have a disability, and
- meet the minimum requirements of the advertised vacancy.

More information can be found at [RecruitAbility scheme: A guide for applicants | Australian Public Service Commission \(apsc.gov.au\)](#).

Integrity

The Australian Public Service (APS) has a unique and privileged role in serving the Australian community. APS employees support the development and delivery of policies, services, regulation, and initiatives that affect the lives of all Australians. APS employees are trusted to act in the best interest of the Australian community. The integrity of the APS - its employees, systems, and practices - is fundamental to maintaining this trust.

The ACMA expects all staff to promote, model and uphold the APS and ACMA Values, and be committed to public service integrity. Integrity at the ACMA is based on a foundation of robust, transparent, honest, and ethical behaviour and decision-making.

In our role as a regulator and independent Commonwealth statutory authority, it is critical that we employ and model a pro-integrity culture in every aspect of everything we do, both internally and externally.



How to apply

If you think your skills and abilities match the requirements of the job and this sounds like the opportunity you are looking for, we want to hear from you.

Our [online careers portal](#) will guide you through the application and submission process.

Your application will need to include:

- **your resume** of no more than two to four pages, and include:
 - your full name, contact email and mobile number
 - details of any relevant education and qualifications
 - work experience starting with your most recent employment, including responsibilities and achievements. Indicate dates and explain any gaps in time
 - other relevant experience.
- the **contact details of two referees**, including your current supervisor.
- **your responses to the selection criteria of no more than 400 words per criterion** outlining how your skills, knowledge, qualifications and experience make you the best person for the job.

Tell us why you are the right person for the position. We want to know:

- why you want to work in this role
- how your skills, experience and qualifications can benefit us
 - try not to duplicate information in your resume but highlight specific examples or achievements that will demonstrate your ability to perform the role.
 - you may like to structure your examples using the problem, action, result (PAR) method:
 - **Problem (situation/issue):** Describe a specific problem, situation or issue that occurred where you had the chance to demonstrate your skills
 - **Action:** Outline the action you took to address or resolve the problem
 - **Result:** Detail the outcome of your actions, including what you learned, what you might do differently, and how the result impacted your organisation or team
 - you do not need to use a different example for each of the skills required in this role, you could use one example that covers several of the skills we seek.



Privacy statement

The Australian Communications and Media Authority (ACMA) and the Office of the Australian eSafety Commissioner (eSafety) comply with the *Privacy Act 1988* (the Act).

The ACMA and eSafety comply with the Act in the collection, handling, use and disclosure of personal information. The personal information we receive in the application process is collected to assist us to determine your suitability for selection for an advertised vacancy and will not be disclosed for other purposes unless we have your informed consent or we are otherwise permitted or required to disclose that information by law. Recruitment details, including resumes, can only be accessed by the candidate or by ACMA or eSafety staff or contractors in relation to the relevant recruitment and selection activity. For example, only the recruitment officers, professional scribe, selection committee members and designated administrative staff who are conducting the selection process can access your recruitment details. Selection committee members can only access data relating to the recruitment action they are currently processing. At times the ACMA or eSafety may engage a professional recruitment agency or other APS employees external to the agency to assist in the recruitment process. These members can only access the information as part of the recruitment process.

In some cases, an Order of Merit or Merit Pool may be created and used to fill similar roles at the ACMA or eSafety or other Australian Public Service (APS) agencies within 18 months from when the original vacancy was advertised. If placed on an Order of Merit or Merit Pool, and with your consent, your personal information may be shared within the ACMA or eSafety or another APS Agency looking to fill a similar vacancy.

Click here to view the ACMA's Privacy Policy: [Privacy policy | ACMA](#)

Click here to view the eSafety Commissioner's Privacy Policy: [Privacy | eSafety Commissioner](#)

