



Australian Government

Australian Financial Security Authority

afsa.gov.au

# Position Description



|                                |                                                 |
|--------------------------------|-------------------------------------------------|
| <b>Position title / number</b> | <b>Government Lawyer</b>                        |
| <b>Classification</b>          | APS Level 5                                     |
| <b>Location</b>                | Adelaide, Brisbane, Canberra, Melbourne, Sydney |
| <b>Division / section</b>      | Legal                                           |
| <b>Reports to</b>              | Senior Government Lawyer                        |
| <b>Position status</b>         | Ongoing / Non-Ongoing                           |
| <b>Direct reports</b>          | Nil                                             |
| <b>FTE / hours</b>             | 37:30 Full time                                 |
| <b>Security clearance</b>      | Baseline vetting                                |

The Australian Financial Security Authority (AFSA) acknowledge Aboriginal and Torres Strait Islander peoples as custodians of Australia and we pay our respects to Elders, past and present. We also acknowledge the ongoing connection to land, sea and communities throughout Australia, and the contributions to the lives of all Australians.

We are committed to advancing reconciliation and recognise the importance of empowering Aboriginal and Torres Strait Islander people to achieve greater equity and equality as a society.

## Organisational context

AFSA is responsible for managing the application of bankruptcy and personal property securities laws through the delivery of high-quality personal insolvency and trustee, regulation and enforcement, and personal property securities registry (PPSR) services.

The Legal Division provides legal advice, legal and litigation support to all areas of our operations. In addition to providing specialist advice on bankruptcy, personal property securities and proceeds of crime legislation, the division advises on administrative law, contracts, and other matters relevant to our corporate governance.

**Position Description – Government Lawyer (APS 5)**

## Purpose of the position

As an APS5 Government Lawyer you will work as a member of a team providing legal services and advice on matters impacting AFSA. While expected to work with some degree of autonomy, work is second-counselled by either an APS6 Government Lawyer or Senior Government Lawyer.

You will play a supporting role in the management of legal cases and in the provision of advice and dispute resolution services. As an APS5 Government Lawyer you will conduct legal research, draft written advice, undertake legal analysis for the preparation of briefs and submissions, and work within a community of professionals dedicated to servicing the needs of AFSA.

This role will suit developing lawyers with some experience in dispute resolution or other areas of law relevant to the work of AFSA. You will feel comfortable liaising with internal and external stakeholders, including external legal service providers and other government agencies.

## Accountabilities

As an APS5 Government Lawyer you will work under the direction and supervision of Senior Government Lawyers and be responsible for:

- undertaking research and analysis, drafting routine legal documents, and preparing advice where required to support the agency's litigation matters
- providing corporate legal services to AFSA in a broad range of areas including advising on litigation matters, contracts, and MOUs
- providing legal analysis and advice for the preparation of briefs and submissions
- managing group mailboxes and responding to client enquiries in the first instance
- representing the Legal section and AFSA in internal and external forums
- contribute to continuous improvement activities to ensure work practices are compliant with relevant legislation and consistent with best practice.

All duties will be performed in accordance with:

- The APS Values, Code of Conduct and Employment Principles.
- WHS obligations, taking responsibility for own health and safety and that of others.
- AFSA's risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

## Core skills and capabilities

### Communicates simply and clearly

- Communicates clearly in plain English, without using jargon.
- Demonstrates an ability to convey a message succinctly and with empathy, regardless of medium (written, verbal, digital).
- Understand the target audience, and tailors' message in a way that appeals to them.

### Uses information to make evidence-based decisions

- Researches, identifies, and integrates relevant evidence towards finding solutions to the problem.
- Provides unbiased, comprehensive, and accurate advice to others.
- Uses experience and organisation/environmental awareness to analyse what information is important and how it should be used in the decision-making process.

### Engages proactively with risk

- Ensures compliance with all legislative and policy requirements to mitigate risk.
- Challenges assumptions and explores possibilities to take calculated risks.
- Consistently demonstrates a proactive and responsible attitude towards the identification and management of risk.

**Supports performance excellence**

- Holds self and others responsible for achieving results and agreed outcomes.
- Positively contributes to a culture of high performance, through effective performance management practices.
- Strives for continuous improvement by identifying better ways of working or opportunities to contribute to the work of others.
- Is open, persistent and has genuine debate around critical issues.

**Drives innovation and continuous improvement**

- Constructively challenges and questions status quo with a view to continually improve the way we work.
- Explores and works with new ideas that will benefit our stakeholders.

**Qualifications, accreditations and experience***Essential*

- Bachelor of law degree or equivalent
- Admission as a legal practitioner, however described, of the Supreme Court of an Australian State or Territory
- Holder of (or eligible to hold) a current practicing certificate

*Desirable*

- Ideally 1-2 years' experience in litigation and law practice, preferably in a government environment and with knowledge of, or experience in, administrative and insolvency law
- Experience in supporting senior lawyers

**Budget managed:** Nil**Delegations exercised:**

- AFSA delegations
- *Public Service Act 1999*
- *Public Governance Performance and Accountability (PGPA) Act 2013*

**HR use only:**

| Date last varied                        | By Who |
|-----------------------------------------|--------|
| 5/07/2024                               |        |
| Date Updated in Aurion by People Assist |        |