



Australian Government

Comcare

# Job information pack

## Assistant Director, Legal Practice Management

Executive Level 1

\$127,864 to \$152,357 per annum plus 15.4% superannuation

Canberra ACT, Melbourne VIC



## Position details

Job reference	VN-0770271
Classification	Executive Level 1
Employment status	Ongoing <i>*A merit pool may be created and used to fill similar ongoing and non-ongoing vacancies.</i>
Working hours	Full time
Group	Legal
Team	Legal Practice Management
Location	Canberra ACT, Melbourne VIC
Eligibility and conditions of employment	<b>Citizenship:</b> Under section 22(8) of the <i>Public Service Act 1999</i> , employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.  For further information on eligibility and conditions of employment, please visit our <a href="#">Careers</a> page.
Applications close	Sunday, 5 July 2026 at 11:59pm (Australian Eastern Standard Time)
Contact officer	Please contact <a href="mailto:Recruitment@comcare.gov.au">Recruitment@comcare.gov.au</a>

## About Comcare

At Comcare, our purpose is to ***promote and enable safe and healthy work***. We have several important core roles as a regulator, scheme manager, insurer and claims manager. We also have essential enabling roles, focused on supporting education, engagement and better practice approaches to health and safety, injury recovery and return to work, and the capability and capacity of our own workforce.

We are ***committed to building and fostering a capable, engaged and high performing workforce*** that is trusted and passionate about achieving better work health and safety outcomes for Australians.

## About the team

The Legal Practice Management Team provides practice management services and supports the Legal Group in the delivery of quality legal services with a focus on continuous improvement.

The team develops and implements governance frameworks, monitors risk, and coordinates input to reports and briefs to support Comcare in meeting its internal and external reporting obligations.

The team are responsible for engaging external Legal Services Providers (LSP) on behalf of Comcare and the team supports the Director, Legal Practice Management to allocate matters and monitor LSP performance.

## The opportunity

The Assistant Director supports the Director Legal Practice Management in performing their role to provide client-focused practice management services.

The Assistant Director will resolve problems and manage risk effectively and manage their own workload in a manner consistent with the APS Values and Code of Conduct, the *Legal Services Directions 2025*, and internal Comcare policies and procedures.

As the Assistant Director you will provide strategic leadership to achieve organisational and team objectives through successful planning, and participating, contributing and collaborating across Comcare and with external stakeholders.

The Assistant Director will:

- manage their own workload autonomously.
- lead and manage staff building commitment to share goals and providing strategic direction.
- develop, maintain and implement legal frameworks and strategies.
- prepare briefs, policies, procedures and processes under limited direction.
- conduct legal practice management functions.
- initiate and drive continuous improvement and manage change.

In this role you will need to be flexible, resilient and adaptable to enable you to manage changing priorities. A collaborative approach is required to support productive and constructive relationships internally and externally. You will also be responsible for exercising judgement, discretion and confidentiality in the management of sensitive information.

In this role your key responsibilities will include, but are not limited to, the following:

- lead and manage a team, including setting priorities, managing workflows and providing supervision.
- lead allocation and coordination of legal advice requests to ensure timely responses and appropriate prioritisation.
- contribute to the development of team objectives for short term tasks and strategic planning for longer-term initiatives.
- undertake the Legal Data Analytics Coordinator role to ensure data and analytics priorities and initiatives are accurately reflected in the Legal Group's workplan.
- support the Central Data Steward as an Operational Data Steward to ensure Legal group oversight and assurance of Comcare's Data Governance Framework.
- support the Director Legal Practice Management with tracking the Legal Group budget, including managing:
  - a. invoicing queries
  - b. analysing monthly legal expenditure
  - c. journalling
  - d. monthly and annual accruals
  - e. monthly budget reporting, and
  - f. leading end of year financial processes and reporting.
- establish, maintain and implement Legal Services Provider governance, monitor performance and lead relationship meetings and forums.
- integrate, analyse and evaluate a range of information and present in range of formats tailored for different audiences.
- develop and maintain internal and external relationships that manage risk for Comcare, fostering teamwork and collaboration across the organisation demonstrating problem solving and conflict resolution skills.
- develop and implement business improvements, strategies, frameworks, policies, procedures and guidance, draft reports and/or briefs and contribute to business planning.
- promote workplace safety, equity and diversity and environment practices in the workplace.

## Our ideal candidate

Our ideal candidate is data driven, detail-oriented and demonstrates strong analytic skills. They are enthusiastic and motivated to perform their duties at an exceptional standard, demonstrating initiative and strong problem-solving skills. They are a strong leader with excellent interpersonal and communications skills. They can have difficult conversations whilst fostering productive working relationships in broader environment. They enjoy challenges and thrive in a fast-paced administrative environment.

As our ideal candidate, you will have the following skills and capabilities:

1. Ability to develop and maintain an understanding of strategic and operational outcomes for the agency.
2. Strong leadership skills and an ability to lead teams and drive continuous improvement.
3. Strong stakeholder engagement, relationship building and change management skills.
4. Demonstrated experience in administrative and/or data and financial management roles.
5. High level communication skills with experience in communicating to different audiences.

## Desirable experience

- Experience in administrative, data and financial management.

## Work environment

Comcare is committed to providing a safe, supportive and respectful workplace that prioritises physical as well as psychological health, safety and wellbeing.

In performing the duties of this position, employees may be exposed to potentially distressing material. In instances of exposure, this material is generally in the format of written or photographic material.

Staff are provided with training, such as vicarious trauma training, and team support to help manage these requirements. Staff are also provided access to a counsellor and the Employee Assistance Program.

Additionally, employees may on occasion be required to undertake work-related travel in performing the duties of this position.

Please consider these requirements when submitting your application. If you have any questions on the nature of the work and requirements of the position, please reach out to the contact officer.

## How to apply

If you are interested in this opportunity, please apply through Comcare's [Current Vacancies](#) website. In your application, you will be asked to do the following:

- **Attach a Statement of Claims:** In your Statement of Claims, tell us in **one page** (maximum) why you are applying for this role and how your skills, knowledge and experience address the requirements of the role. Make sure you highlight relevant examples that demonstrate your ability to perform the role and ensure you reference the **skills and capabilities outlined in the 'Our ideal candidate' section**.
- **Attach your resume:** Your resume does not need to include a cover letter as this information should be included in your Statement of Claims. Ensure your resume is **four pages maximum**.
- The contact details of **two referees**, one of which should be your current supervisor.

We welcome candidates from within or outside of the Australian Public Service to apply. When writing your application, we encourage you to consider the [APS Work Level Standards](#), which differentiates between the work expected (i.e. responsibilities and duties) at each classification level.

The Australian Public Service Commission also has guidance on applying for jobs in the Australian Public Service, including suggestions on how to write your pitch using the [STAR Model](#).

## Benefits of working with us

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### We care about making an impact

Make a meaningful contribution to the health and safety of workers nationwide. We design and deliver innovative and prevention focused initiatives that promote and enable safe and healthy work, including strategies to address psychosocial hazards.



### We care about you

We value flexibility and diversity. We celebrate our inclusive workplace and provide leave for community volunteer work or activities related to employees' cultural background. All employees have access to a health and wellbeing reimbursement and can use Employee Assistance programs.

We have generous leave provisions with four weeks annual leave, plus additional paid leave over Christmas and New Year, personal/carer's leave and leave for cultural or ceremonial events.



### We care about each other

We role model a culture founded on respect and inclusion. Our commitment to safety is reflected in policies that prioritise employee well-being. We recognise your individual needs and provide adaptable work arrangements to foster work-life balance, including work from home and office arrangements, and flex time for employees up to and including the APS6 level.



### We care about growing your career

We invest in your career development through a range of learning options, including formal training courses, on-the-job training, support for continued professional development, financial support for work-related study, coaching and mentoring and a year-round calendar of professionally facilitated courses. We foster an environment for you to achieve career goals.



### We care about recognising your contribution

We recognise and reward your contribution and commitments to outstanding work. You will experience great working conditions including competitive salaries with 15.4% superannuation, generous leave conditions, modern amenities, and flexible working arrangements. Our annual CEO Awards are one of the ways we formally recognise outstanding achievements.

For more information about what we offer, please read our [Comcare Enterprise Agreement 2024-2027](#).

## Merit pool

This selection process may be used to establish a merit pool. The merit pool might be accessed to fill vacancies for similar roles in Comcare or across the broader Australia Public Service over the next 18 months.

## RecruitAbility scheme

Comcare is committed to supporting the employment and career development of people with disability. Our participation in the [RecruitAbility scheme](#) means you will be progressed to the next stage of the selection process if you declare you have a disability, opt into the scheme and meet the minimum requirements for the position.

Please indicate in your application if you wish to opt into the RecruitAbility scheme.

## Diversity and inclusion

The range and nature of work in Comcare requires a workforce that reflects our diverse society. We are an inclusive employer and actively encourage and welcome applications from Aboriginal and Torres Strait Islander people, people with disabilities, people from diverse cultural and linguistic backgrounds and mature-age people. We are committed to providing an environment that values diversity and supports employees to reach their full potential. If you require any reasonable adjustments to support you, should you be invited to the next stage of the selection process, please indicate this in your application.

