



Australian Government

Comcare

Job information pack

Legal Adviser

APS Level 6

\$99,985 to \$117,942 per annum plus 15.4% superannuation

Canberra ACT, Melbourne VIC



Position details

Job reference	VN-0762130
Classification	APS Level 6
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	Claims Legal Services
Location	Canberra ACT, Melbourne VIC
Eligibility and conditions of employment	Citizenship: 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 conditions of employment, please visit Working at Comcare .
Applications close	Sunday, 7 September 2025 at 11:59 pm (Australian Eastern Standard Time)
Contact officer	Please contact Recruitment@comcare.gov.au

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 Claims Legal Services team provides in-house legal advice services and support in relation to the *Safety, Rehabilitation and Compensation Act 1988*, the *Asbestos-related Claims (Management of Commonwealth Liabilities) Act 2005*, the *Parliamentary Injury Compensation Scheme*, and the management of common law and recovery matters.

The team primarily provides claims advisory legal advice and support to facilitate Comcare's workers' compensation claims decision making function. The team supports claims managers to enable early claims investigations, and engagement with employees and employers.

The team also supports Comcare's management of common law asbestos-related disease liabilities and provides instructions to external Legal Service Providers representing Comcare in the management of common law asbestos-related claims and liabilities.

The opportunity

Under limited direction, the successful Legal Adviser will work closely with the team's Senior Legal Advisers to perform their role and provide client-focused specialist legal and strategic advice and support to Comcare's function in making workers' compensation claims determinations accurately and quickly.

The Legal Adviser will resolve problems and manage risk effectively and manage their workload in a manner consistent with the APS Values and Code of Conduct, the *Legal Services Directions 2017*, and internal Comcare procedures.

Primary responsibilities:

- Managing a varied caseload of complex legal and strategic matters in accordance with required standards regarding workers' compensation claims decisions, including:
 - delivering high quality, timely, client focused legal and strategic advice and support for Comcare's claims function
 - working collaboratively with client areas and other stakeholders to manage issues and risk for Comcare
 - ensuring work complies with internal and external policies, procedures, and guidelines

- contributing to delivering training, guidance, and process improvements to support the Legal Group and client areas to achieve business priorities.
- Managing team members to deliver legal services to the same standards as above, including providing professional supervision and mentoring.
- Developing and maintaining internal and external relationships that manage risk for Comcare, fostering teamwork and collaboration across the organisation, problem solving and conflict resolution.
- Demonstrating strong verbal and written legal communication skills.
- Developing and supporting implementation of business improvements, strategies, frameworks, policies, procedures and guidance, draft reports and/or briefs, update Legal Group reporting documents, contribute to business planning, and formulate recommendations on legal and policy issues.
- Participating in corporate learning and development activities and continuing to develop legal professional knowledge, skills, and expertise.
- Promoting workplace safety, equity and diversity and environment practices in the workplace.

Our ideal candidate

Our ideal candidate is someone who acts with integrity and respect, is collaborative and innovative, and strives to have a positive impact. You will enjoy working in a team, problem solving, and delivering high quality practical and actionable client focussed legal advice and support.

As our ideal candidate, you will have the following job specific capabilities:

1. Ability to support Comcare's strategic direction and continuous improvement and the management of legal risk, taking a whole of organisational view.
2. Demonstrated ability to develop and maintain relationships of a complex nature with a range of stakeholders and manage the resolution of issues or complaints.
3. Demonstrated ability to deliver and lead others to deliver high quality, client-focused expert legal services and strategic advice for a range of stakeholders on complex legal and policy issues.
4. Experience managing a legal advice/matter caseload, exemplifying personal drive and integrity.
5. Demonstrated strong verbal and written legal communications skills.

Qualifications and experience

Mandatory:

- Undergraduate degree in law.
- Admission as a legal practitioner of the High Court or the Supreme Court of an Australian State or Territory.
- Current Practising Certificate or ability to obtain one within three months.

Desirable:

- Three years or more post admission experience.
- Experience providing legal and strategic advice in a workers' compensation or statutory benefits scheme environment will be highly regarded.

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 no more than 1,500 words (2 pages 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 **job specific 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 one **referee**, who 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



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.