



APS Level 6

Legal Adviser, Claims Legal Services

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

Canberra ACT or Melbourne VIC

**WE CARE: IT'S WHAT  
SETS US APART.**



Position Detail	
Job Reference	VN-0758401
Classification	Legal Adviser (APS6)
Employment Status	Non-ongoing to 27 March 2026.  A merit pool will also be created and may be used to fill future ongoing and non-ongoing vacancies.
Hours	Full time
Group	Legal
Team	Claims Legal Services
Location	Canberra ACT or Melbourne
Selection Process	<p>Please apply through <a href="#">Comcare's Current Vacancies website</a>, providing a statement of claims with your response outlining what you could bring to this position including your skills, experience and knowledge relevant to the below job specific capabilities and role (maximum 2 pages).</p> <p>Our competitive merit process can take approximately six weeks, covering shortlisting, interviews, references, and offers. Processes may also include psychometric testing and a written assessment.</p> <p>We welcome candidates from within or outside of the Australian Public Service to apply. The Australian Public Service Commission has provided guidance which may assist with your application: <a href="#">Cracking the Code</a>.</p>
Eligibility and Specific Conditions of Employment	<ol style="list-style-type: none"> <li>1. Australian citizenship.</li> <li>2. Character clearance (Australian Criminal History Check).</li> <li>3. Employee Health Declaration.</li> <li>4. Six months probationary period for new engagements</li> <li>5. Mandatory qualifications: <ul style="list-style-type: none"> <li>• Undergraduate degree in law.</li> <li>• Admission as a legal practitioner of the High Court or the Supreme Court of an Australian State or Territory (three years or more post admission experience is desirable).</li> <li>• Current Practising Certificate or ability to obtain one within three months.</li> </ul> </li> </ol> <p>Experience providing legal and strategic advice in a workers' compensation or statutory benefits scheme environment will be highly regarded.</p> <p>For information on conditions of employment, please go to <a href="#">Working at Comcare</a>.</p>
Applications Open and Close	Wednesday, 14 May 2025 to Sunday, 25 May 2025 at 11:59 pm (Australian Eastern Daylight Time)
Contact Officer	Please contact <a href="mailto:Recruitment@comcare.gov.au">Recruitment@comcare.gov.au</a>

### **Team and Role Overview**

The advertised non-ongoing position is in the Claims Legal Services team. The team provides in-house legal 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 support and advice to facilitate Comcare's 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.

Under limited direction, the successful Legal Adviser will work closely with 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:**

- Manage varied caseload of complex legal and strategic matters in accordance with required standards regarding workers' compensation claims determinations and/or litigation, including:
  - deliver high quality, timely, client focused legal and strategic advice and support for Comcare's claims function
  - work collaboratively with client areas and other stakeholders to manage issues and risk for Comcare
  - ensure work complies with internal and external policies, procedures, and guidelines
  - contribute to delivering training, guidance, and process improvements to support the Legal Group and client areas to achieve business priorities
- Manage team members to deliver legal services to the same standards as above, including providing professional supervision and mentoring.
- Develop and maintain internal and external relationships that manage risk for Comcare, fostering teamwork and collaboration across the organisation, problem solving and conflict resolution.
- Demonstrate strong verbal and written legal communication skills.
- Develop and support 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.
- Participate in corporate learning and development activities and continue to develop legal professional knowledge, skills, and expertise.
- Promote workplace safety, equity and diversity and environment practices in the workplace.

### **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 (three years or more post admission experience is desirable).
- Current Practising Certificate or ability to obtain one within three months.

#### **Desirable**

- Experience providing legal and strategic advice in a workers' compensation or statutory benefits scheme environment will be highly regarded.

### Who we are

For over thirty years, Comcare has been the national authority for work health and safety, and workers' compensation.

- **Our purpose** is to promote and enable safe and healthy work, and to minimise the impact of harm in the workplace.
- **Our mission** as a sector leader is to enhance workplace safety, prevent injury, and foster early intervention. We administer a workers' compensation scheme covering over 860,000 employees across multiple industries.
- **Our stakeholders** are central to our purpose. We partner with employees, employers, and service providers to tailor our services to their specific needs.
- **Our workforce** is flexible, diverse, respectful, and professional. We take an insight-driven, evidence and risk-based approach to our work. Comcare cares about the health, safety and wellbeing of its employees and making impactful change.

By joining Comcare, part of the Australian Public Service (APS), you will enjoy the benefits of being part of a culture which is focused on making a positive impact on the health and safety of Australians.

We demonstrate our dedication to your well-being, through a range of conditions and benefits and will actively support your pathway to career growth. We recognise that flexibility applies to all roles to assist with maintaining a positive work/life balance, however, not all types of flexible working arrangements will be suitable for all roles or circumstances, but include access to part-time work, flex-time, hybrid home/office work arrangements.

---



### We care about making an impact.

Make a meaningful contribution to the health and safety of workers nationwide. Our experienced workforce are pioneers of safe work initiatives, including strategies to address psychosocial hazards.

- *We design and deliver innovative and prevention focused initiatives that promote and enable safe and healthy work.*



---

### 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.*
- *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.

- *Flexible work for your life balance including work from home and office arrangements, and flexitime for employees up to and including the APS6 level.*



---

### We care about growing your career.

We champion a culture of development, offering on-the-job training, support for studies, and a year-round calendar of professionally facilitated courses. We foster an environment for you to achieve career goals.

- *Investing in your career development through a range of learning options, from on-the-job training, formal training courses, support for continued professional development, up to \$5,000 per year in study assistance, as well as coaching, mentoring, and opportunities to make a difference through various working groups.*



---

### 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.

- *Annual CEO Awards recognising outstanding achievements.*

### **RecruitAbility Scheme**

Comcare is committed to supporting the employment and career development of people with disability. Our participation in the APS RecruitAbility scheme means you will be progressed to further assessment if you declare you have a disability, opt into the scheme and meet the minimum requirements for the position.



### **How do I opt into the RecruitAbility scheme?**

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

### **Reasonable adjustments**

We provide reasonable adjustments such as access, equipment, or other practical support at relevant stages of the recruitment process. Further details about the RecruitAbility scheme please go to [the Australian Public Service Commission, A Guide for applicants](#).

### **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 special arrangements to be made for assessment, please indicate this in your application and a member of the selection panel will contact you.

### **Merit Pool**

A merit pool of suitable applicants may be created which can be used to fill future similar vacancies should they become available over the next 18 months.