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|--------------------------|-----------------|
| <b>Position Title</b>    | Lawyer          |
| <b>Department</b>        | Corporate       |
| <b>Unit</b>              | General Counsel |
| <b>Team</b>              | General Counsel |
| <b>Supervises</b>        | Nil             |
| <b>Reports To</b>        | General Counsel |
| <b>Grade</b>             | Grade I         |
| <b>Date Prepared</b>     | 14/03/2025      |
| <b>Date Last Updated</b> | 3/06/2025       |

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed  
to **safety**



We work as  
one **team**



We act with  
**integrity**



We care about  
our **customers**



We **continuously**  
**improve**

## Primary purpose of position

Reporting to the General Counsel, the Lawyer will provide high-quality legal services and strategic legal advice to Canterbury-Bankstown Council. This role involves working independently on complex legal matters, managing litigation, and ensuring Council's legal compliance across various areas, including property, commercial, administrative, planning, environmental, and civil and common law. The Lawyer will play a key role in Council's in-house legal team, working closely with senior management and external legal providers to mitigate legal risks and support Council's strategic objectives.

## Accountabilities






- Deliver efficient and effective legal advice and services to Council on legal issues affecting Council including but not limited to matters of a property, commercial, administrative, planning and environment and a civil nature.
- Act as an advocate and support the General Counsel and Senior Lawyer Environment and Planning in managing Council's litigation in all courts with or without counsel, including the Land and Environment Court; Local Court; District Court; Supreme Court; Court of Appeal; NSW Civil and Administrative Tribunal; and other jurisdictions as appropriate.
- Monitor and report on the delivery of projects/advice/litigation to assist the team in ensuring milestones and deliverables are met on time, within budget and to agreed quality standards.
- Ensure legal compliance with Council processes and procedures.
- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety Act 2011, the Local Government Act 1993 and the requirements of the Independent Commission Against Corruption.
- Learn, promote and ensure compliance with WHS policies and procedures.
- Document and communicate WHS issues immediately to the General Counsel.
- Provide administrative assistance to the Paralegal where required.

- Ensure proper record keeping utilising the General Counsel dashboard system and ensure the timely registration of documents into Council's record/document management software.
- Liaise with key stakeholders, external legal providers and consultants on all manner of legal tasks.
- Conduct legal research, analysis, reports and maintain legal precedents in relation to all legal matters affecting Council.
- Liaise with and advise internal stakeholders in the development of legal briefs.
- Independently manage litigation matters on behalf of Council across various jurisdictions, including the Land and Environment Court, Local Court, District Court, Supreme Court, Court of Appeal, and NSW Civil and Administrative Tribunal.
- Identify, assess, and mitigate legal risks affecting Council's operations, policies, and procedures.
- Draft, review, and negotiate legal agreements, contracts, and other legal instruments to protect Council's interests.
- Support and mentor junior legal staff, work experience placements, secondments, and paralegals (where required), in legal practice and procedural matters.

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

### Capability Profile – Technical/ Professional Specialist

| Capability Group   | Capability Name                 | Level        |
|--|---------------------------------|--------------|
|  <b>Personal Character</b>  | Lead Self                       | Adept        |
|  | Display Resilience              | Adept        |
|  | <b>Act with Integrity</b>       | Advanced     |
|  | Safety and Accountability       | Adept        |
|  <b>Relationships</b>      | Communicate and Engage          | Adept        |
|  | Customer and Community Focus    | Adept        |
|  | <b>Work Collaboratively</b>     | Advanced     |
|  | Influence and Negotiate         | Intermediate |
|  <b>Results</b>           | Plan and Prioritise             | Adept        |
|  | <b>Think and Solve Problems</b> | Adept        |
|  | Innovate and Improve            | Adept        |
|  | Deliver Results                 | Adept        |
|  <b>Resources</b>         | Finance                         | Intermediate |
|  | Assets and Tools                | Intermediate |
|  | Technology and Information      | Intermediate |
|  | Procurement and Contracts       | Intermediate |
|  <b>People Leadership</b> | Manage and Develop People       | N/A          |
|  | Inspire Direction and Purpose   | N/A          |
|  | Optimise Workforce Contribution | N/A          |
|  | Lead and Manage Change          | N/A          |

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

| Group & Capability        | Level    | Behavioural Indicators  |
|---------------------------|----------|---|
| <b>Personal Character</b> |          |   |
| Act with Integrity        | Advanced | <ul style="list-style-type: none"> <li>• Models ethical behaviour and reinforces it in others</li> <li>• Represents the organisation in an honest, ethical and professional way and sets an</li> <li>• Promotes integrity, courage and professionalism inside and outside the</li> <li>• Monitors ethical practices, standards and systems and reinforces their use</li> <li>• Proactively addresses ethical and people issues before they magnify</li> </ul>   |
| <b>Relationships</b>      |          |   |
| Work Collaboratively      | Advanced | <ul style="list-style-type: none"> <li>• Builds a culture of respect and understanding across the organisation</li> <li>• Facilitates collaboration across units and recognises outcomes resulting from effective</li> <li>• Builds co-operation and overcomes barriers to sharing across the organisation</li> <li>• Facilitates opportunities to develop joint solutions with stakeholders across the region and sector</li> <li>• Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul> |
| <b>Results</b>            |          |   |
| Think and Solve Problems  | Adept    | <ul style="list-style-type: none"> <li>• Draws on numerous sources of information, including past experience, when facing new</li> <li>• Demonstrates an understanding of how individual issues relate to larger systems</li> <li>• Makes appropriate recommendations based on synthesis and analysis of complex numerical</li> </ul>   |

- Uses rigorous logic and a variety of problem solving methods to develop workable solutions
- Anticipates, identifies and addresses risks and issues with practical solutions

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

## Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

## Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

## Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

## Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

## Qualifications and Experience

### Essential Qualifications

- Bachelor of Laws (LLB) or Juris Doctor (JD).
- Admission as a legal practitioner in New South Wales (minimum 3 years PQE).
- Holder of a current (restricted or unrestricted) New South Wales Practising Certificate.

### Essential Experience

- Ability to apply customer service, continuous learning, equal employment opportunity, workplace health and safety and ethical practice principles.
- Ability to apply critical thinking, problem solving, analytical and ethical reasoning skills to all aspects of the Lawyer position.
- Developed written and oral communication skills and ability to communicate effectively with people at all levels.
- Ability to act with integrity at all times.
- Ability to act as an advocate and manage litigation effectively.
- Court appearance experience (preferably in the Land and Environment Court and Local Court).
- Ability to conduct legal research, analysis and provide practical legal advice.

## Desirable Qualifications and or Experience

- Holder of a NSW Driver's Licence (C Class).
- Knowledge of and an understanding of local government.
- Demonstrated organisational skills.
- Demonstrated experience in effective communications with a range of stakeholders.
- Demonstrated problem-solving and decision-making skills.
- Demonstrated ability to instruct external legal providers.
- Demonstrated experience with court appearances and/or instructing at court appearances.
- Demonstrate ability to work flexibly to attend meetings, court hearings, and legal proceedings as is required by the Lawyer role.
- Demonstrated ability to handle confidential and sensitive information securely.

| HUMAN RESOURCES USE (SELECT YES OR NO)   | YES                                 | NO                                  |
|--|-------------------------------------|-------------------------------------|
| Does this position fall under the definition of child related employment?                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Does this position require incumbent to undergo criminal reference check?                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Does this position require incumbent to demonstrate good driving Licence class required: No Licence Required | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Will incumbent need to make disclosure of pecuniary interest?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Could there be a conflict of interest with secondary employment?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |