

Position Title	Graduate Lawyer
Department	Corporate
Unit	General Counsel
Team	General Counsel
Supervises	N/A
Reports To	General Counsel
Grade	D
Date Prepared	1/08/2023
Date Last Updated	18/07/2025

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

The Graduate Lawyer will provide support in the provision of efficient and effective legal services for Canterbury-Bankstown Council as a public authority and body politic. The position is part of an in-house legal unit comprising a General Counsel, Senior Lawyer Planning and Environment, Lawyer and Paralegal that works closely with the executive, senior managers and staff across all departments of Council to provide legal advice and services.

The resources of the legal unit are supplemented by the use of external legal service providers on an as needs basis. The Graduate Lawyer will be required to work closely with the Senior Lawyer Planning and Environment, Lawyer and external legal providers in the provision of legal advice and/or services or to instruct and/or represent Council on legal matters before the Courts and Tribunals, including but not limited to, the Local Court, Land and Environment Court, District Court, Supreme Court and NCAT.

Accountabilities

- Provide efficient and effective legal advice, advocacy and legal services to the whole of Council on legal matters affecting Council, including but not limited to, matters of a property, commercial, administrative, planning and environment and civil nature.
- Support the General Counsel, Senior Lawyer Environment and Planning, Lawyer and Paralegal in managing Council's litigation in all courts and tribunals (with or without counsel) including but not limited to Land and Environment Court, Local Court, District Court, Supreme Court, Court of Appeal, NSW Civil and Administrative Tribunal and other jurisdictions as appropriate.
- Ensure proper record keeping and utilise and update the General Counsel dashboard system to ensure the timely registration of documents into Council's iShare system.
- Liaise with key stakeholders, external legal providers and consultants on all manner of legal tasks.
- Conduct legal research and analysis and prepare case notes where required.
- Draft advice, briefs of evidence, court documents, memorandum and reports.
- Liaise with internal stakeholders in the development of legal briefs.
- Ensure legal compliance with Council processes and procedures.

- Upon instructions, liaise with the public and external groups/organisations where required and negotiate on legal matters.
- 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 within 24 hours of an incident or near miss to the General Counsel.
- Provide administrative assistance to the Paralegal.

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 – Labourer/ TAG

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Foundational
	Display Resilience	Foundational
	Act with Integrity	Foundational
	Safety and Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 People Leadership	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
Personal Character		
Act with Integrity	Foundational	<ul style="list-style-type: none"> • Is open and honest • Tells the truth and admits to mistakes • Follows the code of conduct, policies and guidelines • Has the courage to speak up and report inappropriate behaviour and misconduct
Relationships		
Work Collaboratively	Foundational	<ul style="list-style-type: none"> • Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of coworkers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Results		
Plan and Prioritise	Foundational	<ul style="list-style-type: none"> • Understands team objectives and own contribution • Plans and organises own work tasks • Asks when unsure about the relative priority of

		<ul style="list-style-type: none"> • Manages time appropriately and re-prioritises as required • Identifies and informs supervisor of issues that may impact on completion of tasks
Resources		
Technology and Information	Foundational	<ul style="list-style-type: none"> • Shows confidence in using the technology required in the role • Uses technology appropriately, in line with acceptable use policies • Completes work tasks in line with records, information and knowledge management

* 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

- Completion of a Bachelor of Laws or equivalent.
- Holder of a current NSW 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 Graduate 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.

Desirable Qualifications and or Experience

- Knowledge and 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.
- Advocacy experience in court appearances and/or instructing at court appearances.
- Holder of a NSW Drivers Licence

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"/>