

Position Title	TAG Graduate Lawyer
Department	Corporate
Division	
Unit	General Counsel
Team	General Counsel
Supervises	N/A
Reports To	General Counsel
Grade	D
Date Prepared	1/08/2023
Date Last Updated	21/08/2026

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 support the delivery of efficient, effective and practical legal services to Canterbury-Bankstown Council in its capacity as a local government authority.

The position forms part of Council's inhouse General Counsel team comprising the General Counsel, Senior Lawyer Planning and Environment, Lawyer, Graduate Lawyer and Paralegal.

The General Counsel team works closely with Council's Executive Team, senior managers and staff across all business units to provide timely legal advice, representation and support across a diverse range of legal, governance and regulatory matters.

The General Counsel team operates in a dynamic and fast paced environment, managing a high volume of matters with competing priorities and often demanding timeframes. Success in the role requires strong organisational skills, sound judgement, the ability to effectively plan and prioritise competing tasks and a commitment to delivering high quality work within strict deadlines.

The Graduate Lawyer will work closely with the members of the General Counsel team and external legal practitioners in the delivery of legal advice and services. This includes assisting with the management of litigation and legal proceedings, instructing external legal representatives, conducting legal research, preparing correspondence and legal documents, drafting advices and supporting Council's representation before courts and tribunals, including the Local Court, Land and Environment Court of New South Wales, District Court, Supreme Court of New South Wales and the NSW Civil and Administrative Tribunal (NCAT).

This role provides exposure to a broad range of local government matters and offers a unique opportunity to develop practical legal skills across advisory, property, commercial, regulatory, litigation and governance functions. The Graduate Lawyer will gain experience working directly with senior legal practitioners, Council officers and external stakeholders while contributing to the delivery of legal services that support one of New South Wales' largest local government organisations.

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, Graduate Lawyer and Paralegal in managing Council's Litigation in all courts and tribunals.
- 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.
- Draft advice, briefs, briefs of evidence, court documents, memorandum and reports.
- Liaise with internal stakeholders in the development of legal briefs.
- Ensure legal compliance with Council policies, 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 – Council Officer		
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Customer and Community Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 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	Adept	• Acts honestly, ethically and with discretion and encourages others to do so • Sets a tone of integrity and professionalism with customers and the team • Supports others to uphold professional standards and to report inappropriate • Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct • Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
Relationships		
Work Collaboratively	Adept	• Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/ units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Results		
Plan and Prioritise	Intermediate	• Participates constructively in unit planning and goal setting • Helps plan and allocate work tasks in line with team/project objectives • Checks progress against schedules • Identifies and escalates issues impacting on ability to meet schedules

		Provides feedback to inform future planning and work schedules
Resources		
Technology and Information	Intermediate	- Shows confidence in using core office software and other computer applications - Makes effective use of records, information and knowledge management systems - Supports the introduction of new technologies to improve efficiency and effectiveness

* 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.

Fraud & Corruption Prevention

All staff must familiarise themselves with Council's policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

Qualifications and Experience

Essential Qualifications

- Completion of a Bachelor of Laws (LLB) or Juris Doctor (JD) qualification recognised in Australia for admission as a lawyer in New South Wales.
- 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.
- Intermediate computer skills, including proficiency in the Microsoft Office suite, with the ability to quickly learn, adapt to and effectively utilise Council's computer systems, finance systems, databases and electronic records management systems in accordance with Council policies, procedures and information governance requirements.
- 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?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☒	☐
Does this position require incumbent to demonstrate good driving Licence class required: No Licence Required	☐	☒
Will incumbent need to make disclosure of pecuniary interest?	☒	☐
Could there be a conflict of interest with secondary employment?	☒	☐
Does this position have an inherently high risk for fraud and corruption?	☒	☐