



## Position Description

# Managing Principal Lawyer

<b>Classification band:</b>	EO
<b>Position number:</b>	31246
<b>Business unit:</b>	Enforcement Group
<b>Division:</b>	Health and Safety Business Unit
<b>Employment type:</b>	Full time, ongoing
<b>Position reports to:</b>	Director, Enforcement Group
<b>Direct reports:</b>	4
<b>Work location:</b>	This position is based at 567 Collins Street, Melbourne. Travel may be required to WorkSafe's head office, Geelong, or to a regional office (within Victoria).

At **WorkSafe** we're dedicated to supporting all Victorians to be healthy and safe at work and to recover from any workplace injury or illness as quickly as possible. Our Passion for safety and wellbeing is what unites us.

Our organisation is focussed on the delivery of our **Strategy**, as we build the WorkSafe of the future we're committed to delivering value to our people and to Victorian employers, workers and the wider community through continuing to focus on our **Customers** and putting **Prevention First**.

Agile and curious, our people come from a wide range of professions and with no two days being the same, diverse thinking comes naturally to us. We work closely with employers, workers and the community to prevent workplace injury and illness and to improve outcomes and the client experience. **We make WorkSafe.**

### Our Values



The work we do is important because we impact upon many people's lives, every day. We have responsibility to ensure that our values guide us in everything we do.

### Purpose

Sitting in the Health and Safety Business Unit, the Enforcement Group is primarily responsible for enforcing compliance with the laws administered by WorkSafe, including the recently enacted workplace manslaughter offence. This includes conducting investigations into and gathering evidence regarding alleged breaches of the law, commencing and conducting criminal and civil enforcement litigation, and providing support to victims and their families during the investigative and prosecutorial process. The Enforcement Group is separated into three main functions, namely: investigations; prosecutorial advice & litigation services; and family liaison.

The Managing Principal Lawyer is responsible for delivering the Enforcement Group's legal services through a number of legal teams, currently comprising lawyers, paralegals and administrative staff. Reporting to the Director of the Enforcement Group, the Managing Principal Lawyer is an integral part of the Enforcement Group's leadership team and works closely with the Director, the State Investigations Manager and the Business Manager to ensure that the Enforcement Group delivers on WorkSafe's strategic objectives.

## **Key accountabilities**

- Lead, motivate and drive teams of lawyers, paralegals and administrative staff to accord with WorkSafe's compliance and enforcement strategy.
- In accordance with Worksafe's polices and strategy, provide high level expertise and leadership in legislative, policy and statutory guidance to lawyers on behalf of WorkSafe.
- Provide high level technical support and advice in complex cases, particularly with respect to the application of relevant policy and legislation.
- Provide high level technical and policy advice to the Executive Director of Health & Safety, the Director of the Enforcement Group and other internal stakeholders about the nature and scope of duties under the laws administered by WorkSafe.
- Represent the Enforcement Group as the principal contact at internal and external forums, including steering committees and working groups regarding the development of legislation and policy.
- Build and maintain effective working relationships with the key internal and external stakeholders and liaise with stakeholders or other relevant parties in relation to WorkSafe's compliance and enforcement strategy.
- Devise and implement a business plan for the Enforcement Group's legal team that aligns with Worksafe's strategies.
- Develop and manage a culture of continuous process improvement to achieve efficiency and effectiveness in the delivery of legal services.
- Drive the review of existing prosecution policies and procedures and, where appropriate, see through change to those policies and procedures.
- Exercise financial delegation, manage a budget and review and control spending related to litigation.
- Ensure effective and timely briefings to the Executive Director of Health & Safety and the Director of the Enforcement Group as required.
- Respond to feedback from external parties regarding prosecutorial decision-making and the outcome of criminal litigation.
- Ensure overall team and team member performance is tracked against agreed measures, and attend to staff development by mentoring staff and with the People & Culture team to identify opportunities for career development and personal growth.
- Deliver on the Enforcement Group's performance commitments, and drive initiatives aimed at improving the consistency of all aspects of enforcement litigation practice.
- Maintain a safe workplace by implementing and complying with WorkSafe's workplace health and safety policies and procedures.
- Create and capture accurate and complete records of the business activities related to this position, in accordance with WorkSafe's policies and procedures. (This is applicable to both hardcopy and electronic records, such as email).
- Adhere to all WorkSafe's policies and procedures and any legislative requirements relevant to this position.
- Any other reasonable and related duties as required to meet the ongoing needs of WorkSafe.

## Key relationships

- ✦ Executive Director, Health and Safety
- ✦ Director, Enforcement Group
- ✦ General Counsel
- ✦ Director, Legislation, Policy and Information Services
- ✦ Lead Family Liaison Officer
- ✦ State Investigations Manager
- ✦ Regional Investigations Managers
- ✦ Business Manager, Enforcement Group
- ✦ Lead Lawyers and other members of the Enforcement Group's legal team
- ✦ External Relationships: Office of Public Prosecutions, the Department of Justice and Community Services, workplace health and safety regulators in other Australian jurisdictions

## Requirements of the position

### Skills and experience

#### *Essential*

The following skills and experience are required for this role:

- ✦ Demonstrated experience in managing a team or teams of lawyers specialising in criminal and/or regulatory litigation.
- ✦ A demonstrated ability to shape strategic thinking by developing a vision and strategic direction that aligns with and complements broader organisational strategy.
- ✦ A proven capacity to communicate with influence, including the ability to manage key stakeholder relationships with clear and audience-appropriate language, and to negotiate persuasively.
- ✦ The ability to achieve results by building capability and responsiveness within a team, marshalling expertise, and implementing change.
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#### *Desirable*

The following skills and experience will be highly regarded, but are not prerequisites for the role:

- ✦ Experience in the conduct or management of criminal or regulatory investigations.
- ✦ Experience in the conduct of civil litigation.
- ✦ At least 8 years' post-qualification experience as an Australian legal practitioner.
- ✦ A working knowledge of Victoria's workplace health and safety legislation and/or worker's compensation scheme.

## Qualifications

The following qualifications are required for this role:

- ▶ The successful applicant must be an Australian lawyer within the meaning of the *Legal Profession Uniform Law (Vic)* and hold, or be eligible to hold upon commencement, an unrestricted government practising certificate in Victoria

## Capability Criteria

Stakeholder Engagement – Communicate and engage effectively with all stakeholders and develop strong relationships

Client Centricity – Hold the client at the core of all activities and decisions to deliver quality services, experiences and outcomes

Emotional Awareness – Demonstrate empathy and integrity towards others and make effective judgements in complex situations

Adapting to Change – Identify and understand the value of change. Demonstrate resilience and a positive and proactive attitude towards change

Problem Solving - Apply critical thinking to solve problems, explain root causes and evaluate solutions

Commerciality - Understand the wider environment in which WorkSafe sits, demonstrating familiarity with the role we play in the community and how the activities of WorkSafe impacts role performance.

Innovative Thinking - Encourage creativity in others, continuously learn and share new ideas and promote innovation techniques in order to maximise the value of new opportunities.

Preventative Law - Preventing legal risks from becoming legal problems.

Influencing Others - Understand and influence compliance with relevant laws, policies and regulations.

Risk Management - Identify, manage and mitigate the possibility of danger, harm or loss.

High Performing - Drive high performance, lead by example and manage self and others to perform at their optimum.

Strategic - Think and act strategically and use insights to inform decisions.