

Position Title: Solicitor, Investigations Support and Prosecutions

Position details

Position title:	Solicitor, Investigations Support and Prosecutions
Classification:	VPS 4
Employment term and type:	Ongoing, Full Time 1.0 FTE 38 hours per week
Division / Branch:	Legal Branch
Work location:	664 Collins St, Docklands VIC 3008
Reports to:	Legal Branch manager
Direct reports:	0
Further information:	careers@epa.vic.gov.au
Our reference:	Position Number 702872

About the position

The Solicitor is a member of a unit primarily responsible for supporting EPA investigations leading to criminal prosecutions, civil enforcement proceedings and associated court orders. The position requires agility to undertake broader legal work as EPA's demands and priorities require. You will provide legal services and advice, aligned to EPA's strategic priorities to prevent harm to Victorian communities and the environment from pollution and waste.

This is an exciting role for a solicitor who wants to contribute to the success of the EPA as a best practice environmental regulator. Working under the broad direction of senior team members, you will actively contribute to a positive organisational culture and achieve the highest standards of performance and integrity, fostering genuine partnerships across all levels of government, industry, and community to deliver organisational outcomes.

About the Environment Protection Authority Victoria (EPA)

The EPA is Victoria's environmental regulator. We work to prevent and reduce the harmful effects of pollution and waste on Victorians and their environment. We are a values and purpose driven organisation that works with the community, governments, and industry to achieve our objectives and deliver for all Victorians.

EPA is an independent statutory authority established in 1971. Under the current *Environment Protection Act 2017*, EPA takes a proactive duties-based approach to protecting the environment and human health.

About the Branch

The Legal Branch is EPA's legal centre of expertise, responsible for defining and overseeing legal policies and processes, providing legal advice and support on regulation and enforcement matters, and for managing EPA's legal obligations, including freedom of information. The branch comprises of the Office of General Counsel, Investigations Support and Prosecutions Unit, Governance and Strategy Unit, Regulatory Advice Team and Regulatory Litigation Team.

Key accountabilities

As required based on prioritised demand and under the direction of a senior team member, you will:

1. Support investigations undertaken by Environmental Crime Branch and Operations Division, including by providing authoritative advice on statutory investigative powers; consistently apply the law using the full range of EPA's regulatory powers, skills, and tools aligned to EPA's strategic priorities.
2. Prepare and review briefs for criminal prosecutions and assist in the process for the commencement of civil enforcement proceedings; act as Solicitor on the record for the EPA in litigation matters; prepare and implement management strategies for legal proceedings.
3. Appear on behalf of EPA in various court jurisdictions, including mentions and case conferences; assist in preparing and instructing counsel in complex and sensitive matters.
4. Provide strategic and tactical legal advice to investigators and regional Operations staff as required.
5. Contribute to the upskilling of investigators and regional Operations staff, including in statutory investigative powers and in the preparation of briefs for criminal prosecutions and the process for the commencement of civil enforcement proceedings.
6. Develop legal policy, procedures, and guidelines and contribute to strategic policy development.
7. Actively contribute to the development of a positive and high performing team culture, including by identifying and implementing opportunities to improve teamwork practices.
8. Undertake administrative processes and other tasks as directed for the effective achievement of regulatory outcomes; ensure that all Government and EPA policies and procedures, such and financial management, occupational health and safety, and conduct are complied with.
9. Represent the EPA positively in engaging with the community and duty holders to build knowledge and awareness of the laws that protect our environment and human health from pollution and waste, and the role of EPA as Victoria's independent environmental regulator.
10. Take a problem-solving approach to work, utilising new powers and tools in the Environment Protection Act 2017 with a commitment to continuous improvement, ensuring a one-EPA approach to delivering priority outcomes for the organisation.

Key selection criteria

1. Experience and qualifications

- A relevant tertiary degree and/or post graduate qualifications in law.
- Admitted to practice as an Australian legal practitioner under the *Legal Profession Uniform Law Application Act 2014*, ideally with a minimum of 2 years legal practice experience.
- Hold, or be eligible to hold, a practising certificate issued in Victoria.
- Experience in providing legal advice on criminal investigations and prosecutions, preferably within Government is desirable.

2. Knowledge and skills

- Knowledge or ability to quickly gain familiarity with the requirements of the *Environment Protection Act 2017*, and other legislation relevant to the EPA, e.g the *Freedom of Information Act 1982*.
- Knowledge of the law of evidence and the practice and procedure in the relevant Court jurisdictions.
- Understanding of the principles of good governance, legislative processes, legal framework, litigation, and judicial review.
- Proven ability to apply relevant government legislation, regulations, reporting directives and procedures, to achieve optimal organisational outcomes.
- A broad understanding of environmental regulation as it relates to pollution and waste is desirable.

3. Capabilities

- Demonstrated capability to actively assist to deliver projects and services to plan, including the prioritisation of tasks, effective time management, contributing to the evaluation of project effectiveness; use of initiative to identify delivery risks and opportunities to improve organisational outcomes.
- A proven record of achievement in a similar role which contributes to organisational excellence, high standards of performance and a positive organisational culture.
- Demonstrated focus on accountability for the execution and quality of results through professionalism, persistence, and transparency.
- Proven ability to work as an effective member of a cohesive team, proven capability to build and sustain enduring relationships to enable the collaborative delivery of outcomes and achievement of goals and targets.
- Ability to think outside the square, a willingness to try new things and a genuine desire to learn, share knowledge and make a difference.

Emergency response and recovery

The EPA plays a role in Victoria's emergency response and recovery activities, through an all-hazards, all-emergencies approach. Staff may be directly employed for these roles or may be called upon to support these activities as required following the appropriate training.

Employment requirements

Employment terms and conditions:

The successful applicant will be employed pursuant to the Victorian Public Service Enterprise Agreement 2024, *Public Administration Act 2004*, *Environment Protection Act 2017*, the Code of Conduct for Victorian Public Sector employees, VPS Policies and Administrative Guidelines, and EPA's policies and procedures.

Employees are required to carry out the duties as described in their position description and such other duties as directed consistent with their skills and classification descriptors to support the achievement of EPA's vision.

Financial delegation and declaration of private interests:

\$0. Appointment to a position with a financial delegation of >\$20,000 requires a declaration of Private Interests.

EPA will conduct relevant and required checks about applicants and the information provided with an application. Such checks include but are not limited to:

A statutory declaration and consent form consenting to EPA contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required.

A police check will be conducted as part of the selection process.

Additional security clearance:

Identified positions within EPA will require additional security clearance. The successful candidate will be required to obtain and maintain this level of clearance.

Occupational health and safety:

EPA employees are required to take all reasonable care for their own health, safety and wellbeing, and the safety of all people wherever they may be working.

The incumbent will be required to complete all the mandatory OHS training requirements for EPA, which may include training specifically related to the role, such as equipment usage, people management and Hazardous Chemicals.

Other relevant information

Accessibility

EPA is committed to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights. If you wish to obtain information about this role in an alternative format, (such as large print or audio) please contact the National Relay Service on 133 677 or email careers@epa.vic.gov.au.

Employer of choice

EPA is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities with whom we partner.

EPA champions inclusiveness and is committed to attracting, recruiting, employing, developing, and retaining people with disability, as part of a workforce reflecting the diversity of the broader community.

EPA supports the Public Sector Veteran Employment Strategy.

EPA provides a broad range of flexible working arrangements. We value our people and subscribe to the principle that all VPS roles are flexible.

Remuneration and Benefits

An employee is employed within one of the Grades and Value Ranges based on the work requirements in accordance with the Classification and Value Range Standard Descriptors in Schedule C and or Schedule F of the Victorian Public Service Enterprise Agreement.

Victorian Public Service Employee entitlements include 11.5% superannuation (noting the superannuation guarantee rate is scheduled to progressively increase to 12% in July 2025). Employees are also entitled to 17.5% annual leave loading, as well as 114 hours (pro-rata for part-time employees) personal leave per year, and 4 weeks (pro-rata for part-time employees) annual leave per year. Please refer to the VPS Enterprise Agreement 2024 for further information.

EPA is a high quality and flexible organisation that offers a range of employment conditions and entitlements. Further information on benefits can be found at <https://www.epa.vic.gov.au/about-epa/careers>.

Privacy

The collection and handling of information will be consistent with the requirements of *the Privacy and Data Protection Act 2014 (Vic)* and the *Public Records Act 1973*.

Acknowledgement and acceptance of position description

I understand and acknowledge the requirements and conditions outlined in this position description.

Name:

Signature:

Date:

EPA acknowledges Aboriginal people as the first peoples and Traditional custodians of the land and water on which we love, work and depend. We pay respect to Aboriginal Elders past and present and recognise the continuing connection too, and aspirations for Country.





For languages other than English, please call **131 450**.

Visit epa.vic.gov.au/language-help for next steps.

If you need assistance because of a hearing or speech impairment, please visit relayservice.gov.au