

Position Title: Senior Solicitor

Position details

Position title:	Senior Solicitor
Classification:	VPS 5.2
Employment term and type:	Fixed Term, Full Time 1.0 FTE 38 hours per week
Division / Branch:	Legal Branch
Work location:	664 Collins St, Docklands
Reports to:	Deputy General Counsel, Governance and Strategy
Direct reports:	0
Further information:	careers@epa.vic.gov.au
Our reference:	Position Number 703254 and 703256

About the position

Reporting to the Deputy General Counsel, Governance and Strategy, the Senior Solicitor is a member of the Legal Branch, responsible for providing strategic legal advice, dispute management and litigation support, on commercial, contractual and regulatory issues relating to the Container Deposit Scheme (CDS).

The position also requires agility to additionally undertake broader legal work as EPA's demands and priorities require. You will provide expert legal services and advice, aligned to EPA's strategic priorities to prevent harm to Victorian communities and the environment from pollution and waste.

The Senior Solicitor is a strategic thinker who is highly organised with demonstrated technical, conceptual and analytical skills with a proven ability to build strong relationships and partnerships with key stakeholders. You will actively contribute to a positive organisational culture and ensure you achieve the highest standards of performance and integrity; and foster genuine partnerships across all levels of government, industry, and community to support the delivery 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

1. Provide high quality, accurate and strategic legal advice in the core areas of commercial and contract law, commercial disputes, administrative law (including operation of government and an awareness of constitutional issues), statutory interpretation, corporate governance, projects (including major projects of varying sensitivity and complexity), litigation and dispute resolution, with a particular focus on the CDS, and as required in the broader EPA practice areas.
2. Advise on, initiate, or respond to litigation in various jurisdictions; prepare and implement management strategies for legal proceedings; appear on behalf of EPA and/or prepare and instruct external solicitors and/or counsel.
3. Support the work of the Branch as a responsive, strategic advisory service on complex high-impact work by proactively contributing to the development of innovative, useful self-service tools and other solutions for routine, transactional work.
4. Protect the interests of EPA by pro-actively identifying risks (including emerging risks) and issues in the delivery of legal advice and priority projects, devising strategies and potential solutions to address risks, working collaboratively across the Legal Branch and with key stakeholders across EPA to bring the right people together to ensure a comprehensive solution is reflected in the advice given or outcomes achieved.
5. As a senior member of the Governance and Strategy team, proactively participate in-house contribution to the management of disputes (including litigation) and responses to inquiries by providing fit for purpose clear, concise and accurate advice and recommended strategies to responsible policy and program areas, and briefing Counsel as required.
6. 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 as financial management, occupational health and safety, and conduct are complied with.

7. 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.
8. Take a problem-solving approach to work, with a commitment to continuous improvement, and working with Senior Solicitors to ensure 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 six (6) years legal practice experience.
- Hold, or be eligible to hold, a practising certificate issued in Victoria.
- Demonstrated experience in providing authoritative legal advice and advocacy, preferably within a regulatory environment.

2. Knowledge and skills

- Sound knowledge or ability to quickly gain familiarity with the requirements of the *Victorian Circular Economy (Waste Reduction and Recycling) Act 2021 and associated Regulations*, *the Environment Protection Act 2017 and associated Regulations*, together with other legislation relevant to the EPA, e.g the *Freedom of Information Act 1982*, *Privacy and Data Protection Act 2014*, *the Public Records Act 1973* and *the Public Administration Act 2004*.
- Demonstrated ability to perform and deliver, at a Senior Level, accurate, concise, clear and authoritative legal advice in core areas of administrative law, commercial and contract matters, litigation and dispute resolution, statutory interpretation and corporate governance, together with a demonstrated ability to manage significant or high profile litigation. Experience operating at a senior level in commercial and contract matters is mandatory and experience in all highly regarded.
- Sound knowledge of the law of evidence, the practice and procedure in the relevant Court jurisdictions.
- Strong 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

- Management skills and demonstrated capability to deliver projects and services to plan, including the management of risks, prioritisation of tasks, monitoring of workflow; and contributing to the evaluation of the effectiveness of strategies applied; use of initiative to identify, communicate, and address 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:

Financial delegation for this position is \$0.

Appointment to a position with a financial delegation of >\$20,000 requires a Declaration of Private Interests upon appointment.

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 12% superannuation. 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**