



Corporate Branch

APS 6 Legal Officer

Ongoing & Non-ongoing, Full-time or Part-time

Job reference: 26-04

VACANCY DETAILS	
Job reference	26-04
Position number	TBC
Position title	Legal Officer
Classification	APS 6
Branch	Corporate
Team	Legal Services
Location	Canberra
Salary range	\$101,355 – 123,702 per annum + 15.4% employer super contribution
Security clearance	<i>The successful candidate must be able to obtain and maintain a Baseline security clearance or hold a current security clearance of an appropriate level.</i>
Contact officer	Sarvin Sadrzadeh Jolgeh - sarvin.sadrzadeh-jolgeh@pwss.gov.au
Vacancy Closing	Wednesday, 5 August 2026, 11:59pm

Eligibility information

- This role is being advertised as an anticipated vacancy. The role may be offered as either ongoing or non-ongoing subject to business needs and/or candidate preference. Where a non-ongoing position is offered, the role will be filled as a specified term vacancy for an initial period of up to 12 months.
- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Candidates must be independent, impartial, and apolitical, and must be seen as such. A private interest disclosure form must be completed prior to an offer being made to disclose any material personal interests that may or may appear to influence a candidate's ability to discharge their responsibilities as an APS employee.
- Successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required security clearance level for the role as indicated. All PWSS staff are required to have a minimum baseline security clearance prior to commencement.
- Successful applicants will be required to undergo a mandatory Nationally Co-ordinated Criminal History Check (NCCHC).
- The Parliamentary Workplace Support Service is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

About the Parliamentary Workplace Support Service

The Parliamentary Workplace Support Service (PWSS) is a team of trusted advisors helping to build and maintain a safe, respectful, and inclusive parliamentary workplace through human resources advice, training and professional development, work, health and safety advice and trauma-informed complaint resolution and counselling.

Our terms and conditions of employment are governed by the Public Service (Terms and Conditions of Employment) (Parliamentary Workplace Support Service) Determination 2024 (the Determination). This Determination applies the terms and conditions of the *Department of Finance Enterprise Agreement 2024-2027* (Finance EA).

More information about the PWSS is available on our [website](#).

Our People and Culture

The PWSS is a friendly and inclusive workplace. We are outcomes focused and promote the APS Values and collaboration with our colleagues across Commonwealth Parliamentary Workplaces (CPWs) and the APS.

We value and champion the experiences, skills and perspectives of all employees. At the PWSS we support flexible work, including job-share, and encourage applicants from diverse backgrounds, cultures, and those with caring and parenting responsibilities to apply so we better represent the community that we serve.

We aim to increase our representation of Indigenous Australians and people with disability by having accessible processes, policies and practices, as well as utilising affirmative measures and the [RecruitAbility scheme](#).

Ways of working

To achieve our purpose and vision, we recognise that our approach to our work is as important as what we do:

- **Professionalism and Integrity:** We uphold APS values by demonstrating ethical leadership, maintaining independence, and ensuring trust and confidentiality in all interactions.
- **Collaboration and Tailored Solutions:** We work together with colleagues and clients to deliver customised, purpose-driven solutions that address unique needs while fostering open communication and diverse perspectives.
- **Continuous Improvement and Wellbeing:** We are committed to continuous learning, adapting to change, and prioritising the wellbeing of all stakeholders, driving better outcomes through feedback and a culture of accountability.

What we offer

- **Competitive Remuneration:** Begin your journey with remuneration that reflects your skills and experience, setting the stage for a prosperous career.
- **Supportive Team Culture:** Join a team where collaboration is key, and support is always at hand. We are committed to creating an environment where you can thrive.
- **Inclusive Workplace:** At PWSS we celebrate diversity. Your unique background, skills, and perspectives are not just welcomed but essential to our collective success.
- **Personal Development:** Take advantage of our career development opportunities, tailored to help grow and excel in your career. These are designed to meet the professional needs of both the agency and the individual. We invest in your future because your success is our success.
- **Flexibility:** We understand the importance of work-life balance, offering flexible working arrangements to support your needs.
- **Exceptional Facilities:** Working at Australian Parliament House comes with benefits, including free undercover parking, access to an onsite gym, pool, cafes, hairdressers, Westpac Bank, post office, physiotherapist and more.

About the branch

The Corporate Branch is responsible for the Corporate functions of the agency including financial management, legal services, human resources (HR), ICT, security and property. The Branch works closely with internal stakeholders and shared service providers to ensure the agency operates effectively, remains compliant with legislative and policy obligations, and is equipped to support the evolving needs of PWSS.

About the team

Our in-house legal team is small but responsible for providing legal review and advice across all aspects of the PWSS. The team may draw on the assistance of external legal advice where required. The team is also responsible for ensuring the agency is compliant with the *Privacy Act 1988*.

About the role

The Legal Officer is responsible for the provision of high-quality legal advice and services in relation to a wide range of government legal issues under the limited direction, guidance and support of the Senior Legal Officer. They will work in a fast paced and complex environment where they undertake legal work that is complex in nature. They will work collaboratively with internal stakeholders to understand their policy objectives, including their strategic and operating environments, so they can draft sound legal advice and effectively communicate legal risks and issues, with support and guidance.

Key responsibilities:

- Draft high quality legal advice for internal clients under limited direction and guidance and manage a range of legal matters including in relation to privacy, information law, commercial law, employment law and work health and safety.
- Coordinate requests for external legal advice, ensuring compliance with procurement requirements and the Legal Services Directions.
- Prepare and collate documents and decisions for the purposes of information access requests or other information sharing requirements in line with relevant legislation such as the *Privacy Act 1988* or the *Parliamentary Workplace Support Service Act 2023*.
- Develop and maintain productive relationships with internal stakeholders and external legal service providers to support the delivery of legal services and agency objectives.
- Work collaboratively with internal stakeholders to understand operational and policy objectives, and communicate legal advice, risks and issues in a clear and practical manner.
- Contribute to the broader Corporate Branch planning and strategic initiatives.
- Manage the administrative practices of the team and other duties as required.

Our ideal candidate

The APS Work Level Standards (WLS) detail five characteristics that contain general statements about the broad job requirements, and operating context for each classification level. The PWSS is seeking candidates who possess the following job specific skills and attributes aligned to the corresponding WLS.

Additionally, the Secretaries' Charter of Leadership Behaviours sets out the behaviours Secretaries expect of themselves and SES and want to see in leaders at all levels of the APS. Regardless of classification, you will be expected to model and champion the behaviours outlined in the Secretaries Charter of Leadership Behaviours - DRIVE.

Leadership and Accountability

- Ensure knowledge of and compliance with legislative, financial and administrative frameworks, government decision-making processes and agency guidelines and regulations.
- Provide accurate and specialised advice including anticipating problems and contributing to issues management.
- Provide expertise and technical knowledge in specialist area across a range of programs or activities for the agency.
- Contribute to the development of team objectives for short term tasks and strategic planning for longer-term initiatives.

Job Context and Environment

- Have an in-depth knowledge of the role and functions of the agency and an understanding of how these relate to a work area.
- Maintain awareness of the longer-term strategic, political or operational outcomes for the agency/program and possible impacts on the work area.

Independence and Decision-making

- Work with independence, subject to limited direction against established priorities, practices, and methodologies to deliver quality outcomes.
- Produce work requiring little or no revision before finalisation.
- Make decisions using good judgement, expertise and knowledge, under limited guidance. Ensure decisions are governed by the application of regulations, best practice principles or the agency's operating instructions and procedures.

Stakeholder Management

- Represent the agency by promoting its interests at community and cross-agency levels.
- Maintain internal and external networks.
- Manage relationships with stakeholders to achieve work area and agency goals.

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- Assist in strategic planning, program and project management and/or policy development for the work area.

Skills, experience & qualifications

- Demonstrated experience in a similar role, preferably within the APS or public sector. Small agency experience would be advantageous.
- Must have at least a Bachelor of Laws degree (or equivalent) from a recognised Australian tertiary education provider.
- Admission as a legal practitioner of the High Court or the Supreme Court of a State or Territory of Australia and be eligible to hold a practicing certificate.
- Substantial contemporary, relevant knowledge and experience in administrative law and statutory interpretation.

How to apply

If this opportunity sounds like it is right for you, then we invite you to submit an application through the PWSS's [careers](#) page on our website.

Your application will include:

- A 750-word pitch;
- A current CV, with a maximum of three pages;
- The details of at least two referees, one of which must be your current or most recent manager; and
- Your personal details.

If you are experiencing any difficulties submitting your application, please contact the Enabling Team via email to PWSSCorporate@PWSS.gov.au prior to the closing date.

Application pitch

The PWSS application process will require you to submit a pitch of no more than 750 words. Your pitch is your opportunity to tell us why you are the right candidate for the role, why you want to work for us, and what you can contribute.

When planning your pitch, you should take into consideration the role, key duties and attributes reflected in the “About the role” and ‘Our Ideal Candidate’ and ‘Skills, experience and qualifications’ sections and capabilities required in alignment with the [Work Level Standards and Integrated Leadership System \(ILS\) profile](#).

Your pitch should be written in an easy-to-read font and simple, consistent format. Build on information found in your resume by highlighting specific examples or achievements that will demonstrate your ability to perform the role.

Candidate use of AI

Please note that new APS-wide principles for AI in recruitment are in effect. The principles set the standard for the responsible and transparent use of AI in recruitment by agencies and candidates. Access the principles on the [APSC website](#).

RecruitAbility scheme

The RecruitAbility scheme applies to all PWSS vacancies. RecruitAbility encourages the employment of people with disability in the Australian Public Service (APS). You will be asked to indicate if you wish to opt into the RecruitAbility scheme in the Diversity section of the application form. You must tick the ‘opt in’ box to participate in the scheme.

Details about the RecruitAbility scheme can be found on the [APSC website](#).

Privacy

The PWSS recognises and respects your privacy. Information supplied for this selection process will be handled in accordance with the Agency’s [Recruitment Collection Notice](#).

Who to contact

For more information about the role, please contact Sarvin Sadrzadeh Jolgeh - sarvin.sadrzadeh-jolgeh@pwss.gov.au.

Frequently asked questions

What is RecruitAbility?

RecruitAbility is a scheme that aims to attract applicants with disability.

Under the RecruitAbility scheme you will be invited to participate in further assessments if you choose to apply under the scheme, declare that you are a person with disability and meet the minimum requirements for the advertised vacancy. More information about the RecruitAbility scheme can be found by visiting the [APSC Website](#).

Merit remains the basis for engagement and promotion.

Can I request reasonable adjustment(s)?

If you identify as a person with disability, our application form provides the opportunity to request and detail any reasonable adjustment(s) to ensure you can successfully partake in any and all stages of the assessment process.

We will facilitate reasonable adjustments to ensure that you can participate equitably in the recruitment process. Reasonable adjustments are not limited to persons with disability. For example, reasonable adjustments may include additional time to complete recruitment tasks, accessible computer hardware and software, or individual needs relating to illness or injury. Please discuss your needs with the contact officer at any stage of the recruitment process. Requests will be managed sensitively and confidentially.

If you are the successful applicant, information on workplace adjustments required will be gathered as part of our onboarding process.

How will my application be assessed?

Jobs in the Australian Public Sector are classified according to expected levels of work and responsibility. For information about the expected capabilities and behaviours required, see the [APS work level standards](#) and the [Integrated Leadership System](#) (ILS) on the APSC website.

Your application will be assessed against the requirements of the job. Once the entire applicant pool has been assessed, the committee will create a shortlist of applicants. If your application is shortlisted, you may be asked to undertake further assessment.

What other assessment will I have to undertake?

Your application will be assessed on your ability to demonstrate that you can perform in the role, outlined in the Candidate Information Pack and in line with the relevant classification level. If your application is shortlisted, you will be progressed to a second phase of assessment.

We may use a variety of techniques to assess candidates. These may include:

- Interviews - held in person, by phone or video (MSTeams)
- Work sample tests

Your referees may also be contacted at any stage of the assessment process to validate your claims. We encourage you to advise them that you have applied for a role at the PWSS. You should feel confident that they will be able to support your application.

Am I able to request feedback?

Post-selection feedback is an integral part of all merit-based recruitment activities. Individual assessments are available to applicants upon request via PWSSCorporate@PWSS.gov.au.

How do I withdraw my application?

If you have submitted an application, but no longer wish to be considered for the position, you need to withdraw your application via email to PWSSCorporate@PWSS.gov.au. Once you withdraw your application you will be unable to re-submit it without contacting PWSSCorporate@PWSS.gov.au.

If you withdraw your application after the closing date, please inform the Contact Officer using the contact officer details located on the second page of this Candidate Information Pack.

What is a merit pool or merit list?

A merit list, or merit pool can be created as part of a selection process and be used to fill similar vacancies for 18 months from the date the original vacancy was advertised in the Gazette (APSJobs). If there is a ranked *order of merit (list)*, then applicants are listed in order of suitability (first, second and so on). The first offer of employment must be made to the highest ranked applicant. Any subsequent offer of employment using the merit list to fill the same or a similar vacancy must follow the ranking.

If there is a *merit pool*, offers of employment must first be made to candidate(s) in the highest group (example, *highly suitable* and *suitable*). The first offer of employment is made to the most suitable person remaining in the pool, assessed against the requirements of the vacancy. Any subsequent offer of employment is

made to the most suitable applicant remaining in the pool, assessed against the requirements of the same or a similar vacancy to be filled. More information can be found on the [APSC website](#).

Merit pool sharing

The merit pool established through this recruitment process may be shared with other APS agencies at the discretion of the PWSS.

What are the PWSS salary and conditions?

Our terms and conditions of employment are governed by the Public Service (Terms and Conditions of Employment) (Parliamentary Workplace Support Service) Determination 2024 (the Determination). This Determination applies the terms and conditions of the [Department of Finance Enterprise Agreement 2024-2027](#) (Finance EA) to all non-SES PWSS employees (APS1 to EL2).

The salary range will also be listed on the advertisement. Salaries are adjusted annually throughout the life of the agreement.

How long does the onboarding process take?

Following the recruitment process, if you are rated suitable and offered a position with the PWSS you will undergo pre-employment checks consisting of a Conflict-of-Interest Declaration form, National Criminal History check, security clearance confirmation, super eligibility and Australian Citizenship, prior to a formal offer being issued.

The onboarding timeframes can vary from 3-4 weeks, depending on your security clearance status. The PWSS Enabling team will be in regular contact with you throughout the process.