

Position Title	Legal Management – Project Officer
Directorate	Strategy And Corporate Services
Department/Business Unit	Governance, Integrity, Legal and Risk
Team	Legal
Classification	Band 7
Date	August 2026
Reports to:	Manager, Governance, Integrity, Legal and Risk
Supervises:	Nil
Internal Liaison:	CEO Directors Managers Business Unit Leaders All Council staff as applicable
External Liaison:	Solicitors Consultants Statutory Authorities Peak Bodies and Professional Associations

Position Objectives

Your primary purpose in this position is to:

- Lead and coordinate the implementation of Council's future legal services operating model, supporting the transition to a centralised and strategically governed legal function.
- Develop and manage project plans, schedules, milestones and implementation activities to ensure successful delivery of the legal services transformation program.
- Design and implement governance frameworks, policies, procedures and business rules that support the effective management and oversight of legal services across Council.
- Establish and embed legal instruction, triage and approval processes to ensure consistent, risk-based and cost-effective engagement of legal services.
- Coordinate the development of systems, repository architecture, workflows, access controls and reporting arrangements to support legal matter management and organisational knowledge retention.
- Lead the consolidation, review and migration of historical legal advice and records into a centralised repository to improve accessibility, reduce duplication and maximise the value of previous legal investment.
- Coordinate stakeholder engagement, communication and change management activities to support organisation-wide adoption of the new legal operating model.
- Lead the establishment of Council's in-house legal services function, including the integration of the General Counsel and Senior Legal Counsel roles into operational and governance processes.

Key Selection Criteria

You need these essential qualifications (or experience), knowledge and skills to carry out this position

- Relevant tertiary qualification in Project Management, Public Administration, Law or a related discipline, or substantial equivalent experience coordinating projects, programs, or legal service initiatives within a complex organisation.
- Demonstrated experience in project coordination and business improvement, including planning, monitoring, reporting, and delivering initiatives that align with organisational objectives, governance requirements, and legislative obligations.

- Proven ability to develop, document, and implement efficient business processes, procedures, and governance frameworks that improve service delivery, compliance, stakeholder experience, and operational effectiveness.
- Experience preparing high-quality reports, briefings, correspondence, and project documentation, with the ability to analyse information, identify risks and opportunities, and make practical recommendations.
- Demonstrated ability to build effective relationships and collaborate with a diverse range of internal and external stakeholders, facilitating engagement, problem-solving, continuous improvement, and successful project outcomes.
- Well-developed organisational and time management skills, with the ability to manage multiple priorities, coordinate competing demands, and deliver outcomes within agreed timeframes.
- Experience using project management, document management, and business systems to support project delivery, reporting, record management, and governance activities.
- Strong communication and facilitation skills, with the ability to provide guidance, coordinate workshops and meetings, and support organisational change and continuous improvement initiatives.
- Strong project management skills, including the ability to manage competing priorities, handle multiple complex projects, and meet deadlines.
- Proven attention to detail, analytical thinking and problem-solving skills.
- Demonstrated inclusive and collaborative approach to stakeholder engagement and management.
- Ability to work both autonomously and collectively, providing expert advice and guidance to a broad range of stakeholders, to achieve milestones, targets and objectives.

As part of the Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:

- ☒ satisfactory (and ongoing) Working with Children's Check (**Employee check**)
- ☒ satisfactory (and ongoing) Police Check
- ☒ current valid (and ongoing) Victorian Driver's Licence

Position Specific Responsibilities & Skills

In this position, you are responsible for:

Project Management	• Lead and coordinate the implementation of Council's legal services operating model transition, ensuring project objectives, milestones and deliverables are achieved within agreed timeframes. • Develop, maintain and monitor project plans, schedules, risk registers, issues logs and reporting frameworks to support effective project governance and delivery. • Coordinate stakeholders, workstreams and project activities across the organisation to ensure successful implementation and alignment with Council's strategic objectives. • Monitor project risks, dependencies and performance, providing timely advice, reporting and recommendations to support informed decision-making and project outcomes.
Change Management	• Lead and coordinate change management activities to support the transition to Council's future legal services operating model. • Develop and deliver stakeholder engagement, communication and training activities to support organisational readiness and adoption. • Assess change impacts, risks and stakeholder needs, implementing strategies to support a smooth transition. • Facilitate workshops, consultations and briefings to build understanding, support and commitment to change. • Provide advice and support to leaders and stakeholders throughout implementation to embed new processes and ways of working. • Monitor and report on change adoption, identifying opportunities for continuous improvement and sustained organisational outcomes.
Records Management	• Develop the repository structure and access controls in a structured approach • Capture and migrate historical legal advice • Proven capability in establishing information management frameworks, including repository architecture, access controls and record management practices that ensure information integrity, security and accessibility.

Policy and Procedures	• Develop, implement and maintain governance frameworks, policies, procedures and business rules that support effective decision-making, compliance, accountability and risk management. • Design and document business processes, operational workflows and standard operating procedures that promote consistency, efficiency and continuous improvement. • Strong analytical and stakeholder engagement skills with the ability to translate organisational requirements into practical policies, procedures and governance solutions.
Reporting	• Develop and implement reporting frameworks, governance controls and performance measures that support monitoring, oversight and informed decision-making.
Communication & Stakeholder engagement	• Convey specialist concepts and policies to internal and external stakeholders • Develop and implement operational communication and consultation strategies on specific projects • Apply negotiation persuasion and motivation skills to manage staff and stakeholders

Core Organisational Capabilities

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are found on The Source > [Capability Framework | Greater Dandenong Council](#)

REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are found on The Source > People, Culture and Safety > [REACH | Greater Dandenong Council](#)

Child Safe Organisation

Greater Dandenong City Council has zero tolerance of child abuse and is committed to creating and maintaining a child safe and child friendly City where all children are valued and protected from abuse.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

Emergency Management	• Help Council fulfil its emergency management obligations by assisting in emergency management activities as required
Occupational Health and Safety	All employees have responsibilities to: • Take reasonable care of their own health and safety. • Take reasonable care that their acts do not adversely affect the health and safety of other persons or themselves. • Follow policy, procedure or instructions to ensure as far as is reasonably practicable a safe workplace. • Report all incidents, injuries and near misses to their supervisor immediately and adhere to Council's occupational health, safety and return to work (RTW) policies and procedures. • Participate in health and safety training programs and initiatives. People managers have additional responsibilities to: • Develop, implement, promote and review Council's OHS management system within their area of responsibility. • Work with Health and Safety and People and Change departments to ensure accurate and timely OHS reporting, and implementation of health and safety culture, policies, procedures, and training programs.

	• Ensure employee compliance with relevant OHS regulatory requirements through local and corporate policies and procedures in order to provide and maintain a safe work environment, including providing training and guidance on OHS responsibilities. • Monitor and review workplace environment to identify, manage and respond to any health and safety hazards and risks, including psychosocial.
Child Safety	• Demonstrate and promote a strong commitment to child safety, equity and inclusion, and cultural safety, in line with Council policies and the Victorian Child Safe Standards and foster this commitment across their team. • Ensure compliance with the Child Safety and Wellbeing Policy, Child Safe Code of Conduct, and all child safe policies and procedures, and support staff to understand and meet these requirements. • Report any child safety concerns including breaches of Child Safe Code of Conduct in line with Council policies, the Reportable Conduct Scheme, and legal obligations, and support staff to understand and meet these requirements.
Climate Change & Sustainability	• Help support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
Compliance	• Remain mindful of the requirements of the Victorian Charter of Human Rights at all times • Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information. • Perform other duties as directed within the limits of acquired skills, knowledge, and training. • At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees. • At all times, comply with Council's Code of Conduct - Staff.
Diversity, inclusion and equity	• Demonstrate an understanding of and the ability to work with, diversity in the workplace, including: ○ zero tolerance of racism and expectations that staff will act on incidents of racism ○ supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.
Gender Equality	• Prevent and address violence against women and workplace sexual harassment, including by modelling acceptable behaviour, responding decisively to improper conduct and properly managing initial disclosures

Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy.

Working out of standard business hours

- ☐ Not required.
- ☒ This role may be subject to work related contact outside of normal business hours on an ad hoc, as needs basis. These hours will be subject to penalty or overtime rates.
- ☐ This role may be subject to work related contact outside of normal business hours. This position may require participation in an on-call, stand-by or availability roster (*keep only one allowance*). (Refer to 'Working out of hours' under position specific responsibilities.)

On a typical day, approximately this much time would be spent on the following activities:

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Working independently – ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor		☐	☐	☒	☐
Team based work – works in a team of people and not exposed to isolation		☐	☐	☐	☒
Communicating with others – Verbally		☐	☐	☐	☒
Communicating with others - Written		☐	☐	☐	☒
Focused Attention to task – high levels of attention required to minimise errors and ensure accuracy		☐	☐	☐	☒
Concentrating – high levels of concentration required while completing required tasks		☐	☐	☐	☒
Planning and sequencing tasks and activities		☐	☐	☒	☐
Decision making – required to exercise sound decision making while completing all aspects of the position		☐	☐	☒	☐
Problem solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day		☐	☐	☒	☐
Reasoning – required to exercise sound reasoning while completing all aspects of the position within defined scope		☐	☐	☐	☒
Judgement – required to exercise sound judgement while completing all aspects of the position within defined scope		☐	☐	☐	☒
Short and long-term memory recall – ready access to documented procedures or precedents to perform requirements of the position		☐	☐	☐	☒
Emotional resilience – exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control		☐	☐	☒	☐
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans		☐	☐	☒	☐

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
<i>at short notice</i>					

Physical Requirements

- ☐ This position requires more than 10% (on average) daily work rate of manual handling/physical exertion. [If this position requires ≥10% (on average) daily work rate of manual handling / physical exertion, a Task Analysis is then required to be established by an Occupational Therapist [OT] for further assessment (please contact the OHS Team for further information).]
- ☐ This position requires a vision test
- ☐ This position requires a hearing test

Note: To determine % of manual handling / physical exertion on average per working day.

7.6 hour day = 456 minutes. 10% of 456 minutes = 45.6 minutes per day.

8.00 hour day = 480 minutes. 10% of 480 minutes = 48.0 minutes per day.

8.44 hour day = 506 minutes. 10% of 506 minutes = 50.6 minutes per day.

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Mobility/Postures					
Sitting – stay in a seated position		☐	☐	☒	☐
Standing – standing in an upright position, moving less than 3 steps		☐	☒	☐	☐
Walking – In an upright position, moving more than 3 steps		☐	☒	☐	☐
Crawling – Move on the hands & knees or by dragging the body close to the ground		☒	☐	☐	☐
Non-manual handling					
Crouch/squat – To lower the body by bending forward from legs and spine, buttocks on or near the heels		☒	☐	☐	☐
Kneeling – To lower the body		☒	☐	☐	☐
Bending – To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds		☐	☐	☒	☐
Reaching – Extending arms out in any direction		☐	☒	☐	☐
Twisting/trunk rotation – Rotating the body to one side or the other without moving the feet		☐	☒	☐	☐
Fine manipulation/pinch grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm		☐	☐	☒	☐
Power/open hand grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended		☐	☒	☐	☐
Writing/typing		☐	☐	☐	☒
Climb ladders		☒	☐	☐	☐
Climb or descend stairs		☐	☐	☒	☐
Low level work – Performing manual handling actions at or near ground level		☒	☐	☐	☐

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Manual Handling					
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders		☒	☐	☐	☐
Pushing/Pulling – Applying force to move something away or closer to one’s self, including static positions		☒	☐	☐	☐
Kilograms of force (kg.f) – Amount of force or effort required to perform a specific task or part of a task		☒	☐	☐	☐
Weight requirements – lift, carry, push, pull or hold					
1-5kg		☐	☐	☒	☐
5.1 – 10kg		☐	☒	☐	☐
10.1 – 15kg		☒	☐	☐	☐
15.1 – 20kg		☒	☐	☐	☐
Lift floor to hip		☐	☒	☐	☐
Lift waist to shoulder		☐	☒	☐	☐
Lift overhead		☒	☐	☐	☐
Pushing/pulling		☐	☒	☐	☐

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.

Band descriptors (as defined in Council's Enterprise Agreement)

These descriptors help to classify the position:

Accountability and Extent of Authority

The position is directly held responsible for:

- May manage resources and / or provide advice to or regulate clients and/or participate in the development of policy.
- Where the prime responsibility is for resource management, the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.
- Where the prime responsibility is to provide specialist advice to or regulate clients, the freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.
- Where the prime responsibility is in policy formulation, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.
- Have an input into policy development within their area of expertise and / or management.

Judgement and Decision-Making Skills

Judgement and decision making is within the following scope:

- These positions are essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent.
- The problem solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate.
- Guidance is not always available within the organisation.
- Where the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

With Input

From the Manager Governance, Legal, Integrity & Risk :

- When actions or directions that need to be taken fall outside the normal decision-making levels of accountability and delegations embraced in the position.
- When there is a need to identify and develop strategic policy options for the project that impact on Council and its staff.
- In the development the Unit's annual Service Plan and Budget.

Recommends and Identifies

To the Manager Governance, Integrity, Legal & Risk:

- Improvements to the quality of services provided by the Unit, the implementation of the project that effect other Council operations and services.

Specialist Knowledge and Skills

The position requires the following essential skills and knowledge:

- Require proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities.
- Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- An understanding is required of the long term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures may be required.

Management & Interpersonal skills

The essential position requirements include:

- Require skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- Requires an understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes. They would be also expected to contribute to the development and implementation of long term staffing strategies.
- Require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.
- Be able to liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems.

Verification & Approvals

I certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

	Name	Signature	Date
Occupant			