

Role Description

Principal Legal Officer, Employment Law

OFFICIAL



Creative Industries, Tourism,
Hospitality and Sport

Portfolio	Creative Industries, Tourism, Hospitality and Sport
Agency	Department of Creative Industries, Tourism, Hospitality and Sport
Division/Branch/Unit	Corporate Services\ Legal & Governance
Location	Sydney
Classification/Grade/Band	Clerk Grade 11/12
ANZSCO Code	271299
PCAT Code	2228192
Date of Approval	September 2026
Agency Website	www.nsw.gov.au/dciths

Agency overview

At the Department of Creative Industries, Tourism, Hospitality and Sport we bring vibrancy to NSW by growing our creative industries and workforces, driving strong visitor and night-time economies, ensuring a responsible hospitality sector, and putting arts, culture and sport at the heart of our communities.

Together we:

- create social and economic opportunities for the state
- support the creation of jobs across the creative, visitor and night-time economies
- prioritise First Nations artists, stories and culture
- ensure arts, culture and sport are at the heart of every community to be enjoyed and accessed by all
- drive visitation through events, campaigns and visitor experience development
- activate our night-time and creative economies to unlock unique precincts and community spaces
- deliver a vibrant and responsible hospitality, liquor, racing and gaming environment
- support NSW's key Cultural Institutions to ensure access for all, enable community experiences and education and preserve the state's diverse cultural assets and history.

Primary purpose of the role

Provide expert, independent, professional legal advice and legal services in all aspects of government law with a specific focus on employment law to support the efficient operation and delivery of business outcomes.

OFFICIAL

I work
FOR
NSW

Key accountabilities

- Provide expert legal advice and legal representation across a range of areas with a particular focus on providing practical and solutions-focused advice and legal support which may include advising on contracts of employment, dispute resolution, employee misconduct and performance management, compliance with the *Government Sector Employment Act 2013* and Rules, unfair dismissal claims, Work Health and Safety legislation, Discrimination claims and Industrial matters.
- Lead engagement with key stakeholders to support optimal service delivery outcomes.
- Analyse and interpret legislation, policies and evidence; draft documents including advice, court pleadings, statement of facts, and submissions, briefing notes and correspondence to facilitate appropriate legal outcomes.
- Undertake litigation and brief counsel where appropriate to ensure the provision of effective legal representation on behalf of the organization.
- Manage engagement with key stakeholders as the central point of contact for employment law advice on the legal aspects of investigations into breaches of legislation and on litigation of matters before the courts or tribunals, and/or participate in project management teams for legislative projects, to provide effective legal guidance.
- Contribute to the maintenance and updating of registers and precedent systems to ensure the integrity of data and consistency of legal services.
- Develop and provide guidance or training material to the business to educate and build legal awareness among customers and stakeholders and to proactively reduce risk.

Key challenges

- Working in a dynamic environment of competing priorities and delivering practical, defensible, risk based legal services on a diverse range of specialist issues.
- Maintaining an up-to-date knowledge of relevant legislation and case law while understanding and responding to diverse business needs and priorities including conveying legal concepts in clear and simple language to a range of stakeholders.
- Integrating a large range of technical, evidentiary, operational and policy information in analysing legal implications of decisions and actions while ensuring legal concepts are conveyed in clear and simple language to a range of stakeholders.

Key relationships

Who	Why
Internal	
General Counsel/ Deputy General Counsel	• Receive guidance and instruction, seek clarification and advice, and report on progress against work plans. • Identify emerging issues/risks and their implications and propose solutions. • Alert the General Counsel/Deputy General Counsel promptly as key risks, issues or potential areas of legal and compliance concern arise or are anticipated to arise. • Report on progress towards business objectives and discuss future directions.
Work Team	• Provide legal advice and representation. • Coach, support and mentor team members, share expertise and transfer skills to build capability. • Participate in meetings to share information and provide input on issues. • Support team to work collaboratively to achieve outcomes.
Internal Stakeholders	• Manage stakeholder engagement and relationship to provide advice and representation • Participate in meetings to share information and provide input on issues.
External	
Clients/Stakeholders	• Provide client focused operationally relevant legal advice. • Liaise on the progress of legal matters/provide information.
External Practitioners/Legal Providers	• Develop constructive business relationships • Oversee performance, and cost agreements • Provide instruction, and obtain legal advice and information

Role dimensions

Decision making

This role has autonomy and makes decisions that are under their direct control as directed by the line manager. It refers to the line Deputy General Counsel decisions that require significant change to program outcomes or timeframes or are likely to escalate or require submission to a higher level of management. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes. The role is the central point of contact for advice and guidance on employment

matters with ownership and responsibility for developing and maintaining stakeholder engagement across the Department. This role submits reports, business cases and other forms of written advice with minimal input from the Deputy General Counsel.

Reporting line

The role accounts and reports to the Deputy General Counsel Corporate Services.

Direct reports

This role has no direct reports.

Budget/Expenditure

Budget and expenditure will be in line with DCITHS delegations.

Key knowledge and experience

- Demonstrated experience in one or more of the following areas:
 - Employment Law
 - Commercial law;
 - Experience in the policy making and legislative process.

Essential requirements

- Admitted or qualified for admission as a Solicitor or Barrister in the Supreme Court of NSW and hold, or be eligible to hold, a NSW Practising Certificate.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	- Model the highest standards of ethical and professional behaviour and reinforce their use - Represent the organisation in an honest, ethical and professional way and set an example for others to follow - Promote a culture of integrity and professionalism within the organisation and in dealings external to government - Monitor ethical practices, standards and systems and reinforce their use - Act promptly on reported breaches of legislation, policies and guidelines	Advanced
 Relationships	Communicate effectively Communicate clearly, pay attention to others, and respond with understanding and respect	- Present with credibility, engage diverse audiences and test whether they understand you - Translate technical and complex information clearly and concisely for different audiences - Create opportunities for others to contribute to discussion and debate - Set an example by promoting information sharing across your organisation - Manage complex communications that involve understanding and responding to multiple and divergent viewpoints - Explore creative ways to share information and communicate with diverse audiences - Leverage insights from people with lived experience to shape communication and engagement strategies - Write clearly, concisely and persuasively in a range of styles and formats	Advanced
 Relationships	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	- Influence others with a fair and thoughtful approach and present persuasive counter arguments - Work towards mutually beneficial, win-win outcomes - Show sensitivity and understanding when resolving serious and complex conflicts and differences - Identify key stakeholders and gain their support in advance - Negotiate from a clear position, based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise - Anticipate and minimise conflict within your organisation and with external stakeholders - Use evidence, including data insights, to create persuasive stories	Advanced

 Results	Think and solve problems Think, analyse and consider the broader context to develop practical solutions	• Undertake objective, critical analysis to reach accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others • Consider the wider business context when thinking about options to resolve issues • Explore a range of possibilities and creative alternatives to improve systems, processes and business practices • Put systems and processes in place that are supported by high-quality research and analysis • Look for opportunities to design innovative solutions to meet customers' needs and service demands • Evaluate the performance and effectiveness of services, policies and programs against clear criteria	Advanced
 Results	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	• Consider the future aims and goals of the team, business unit and your organisation when prioritising work • Set, prioritise, consult on and develop team and business unit goals, strategies and plans • Anticipate, assess and respond appropriately to the impact of changes, including changes to government policy and economic conditions, on team or business unit goals • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate outcomes and adjust plans accordingly	Adept
 Business enablers	Project Management Understand and use effective ways to plan, coordinate and control projects	• Understand all components of the project management process, including the need for change management to achieve business benefits • Prepare clear project proposals and accurate estimates of required costs and resources • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Identify and evaluate risks associated with the project and develop mitigation strategies • Identify and consult with stakeholders, including people with lived experience to inform the project strategy • Communicate the project's objectives and its expected benefits • Monitor the completion of project milestones against goals and take steps to address any problems	Adept

- Evaluate progress and identify improvements to inform future projects

Occupational Specific Focus Capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
	Legal Advice Provide quality independent legal advice and explanation of legal issues	• Independently identify the client, scope, purpose and form of legal advice required in complex, urgent or sensitive matters. • Clarify and refine instructions where appropriate and assist others to do so. • Deal independently with vulnerable clients, including where capacity may be in issue or where ethical or cross-cultural issues arise. • Independently analyse and apply relevant law to complex facts, incorporating policy, probity and operational considerations, and creatively formulating options. • Independently identify and advise upon emerging legal risks and their strategic, commercial and policy implications. • Provide guidance to others on selection of external legal services providers and approves briefing of external legal services providers. • Conduct quality assurance of external legal advice provided and provide feedback to external legal providers. • Provide professional supervision to other legal roles in preparing legal advice to assure the quality of the advice provided.	Level 3



Litigation and Dispute Resolution

Litigate and resolve disputes effectively in relevant forums and jurisdictions

Level 3

- Model behaviour expected of government lawyers, provide guidance on model litigant and ethical issues.
- Apply extensive knowledge of court and/or tribunal rules, practice notes and procedures to conduct litigation efficiently and effectively in accordance with best practice.
- Review and supervise conduct and planning of litigation, settle pleadings, formulate and recommend appropriate strategy.
- Conduct high level forensic and strategic analysis and preparation of evidence with regard to the case plan, and confer with expert and other key witnesses.
- Apply high level strategy and negotiation skills to resolve disputes; represent clients in dispute resolution processes including mediation and arbitration, and protect the client from associated risks and unnecessary costs.
- Provide guidance to others on selection of external legal services providers and approve briefing of external legal services providers.
- Conduct quality assurance of external legal services provided and provide feedback.

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
 Personal attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Manage self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Advanced
	Value diversity and inclusion	Be inclusive and respect diverse backgrounds, experiences and perspectives	Adept
 Relationships	Work collaboratively	Collaborate with others and value their contribution	Adept
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
 Results	Deliver results	Achieve results by using resources efficiently and committing to quality outcomes	Adept
	Demonstrate accountability	Be proactive and responsible for your actions, and follow legislation, policy and guidelines	Advanced
 Business enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technology to maximise efficiencies and effectiveness	Intermediate
	Procurement and contract management	Understand and use procurement processes to ensure effective purchasing and contract performance	Intermediate