

# POSITION DESCRIPTION

## LEGAL ADVISOR (PRACTICE SUPPORT), PROFESSIONAL PRACTICE

<b>Position Title</b>	Legal Advisor, Practice Support		
<b>Incumbent</b>	Vacant		
<b>Reports To</b>	Manager, Practice Support		
<b>Position Type</b>	0.6 FTE	<b>Approved By</b>	Louise Roufeil
<b>Written By</b>	Executive Manager Professional Practice	<b>Date Approved</b>	10 April 2018

The Australian Psychological Society (APS) is a leading source of psychological knowledge in Australia and the premier professional organisation for psychologists. The APS has approximately 23,000 members and works to provide services to meet members' diverse professional needs, advance the discipline and profession of psychology and contribute psychological knowledge for enhancement of community wellbeing.

The APS employs approximately 100 staff and is managed from the National Office in the Melbourne CBD.

### 1. Organisational Objectives

The mission of the APS is to advance the discipline and profession of psychology for the benefit of its members and the communities they serve.

The Organisational Strategic Objectives for the APS are specified in the 2015 – 2018 Strategic Plan:

- Foster a collaborative approach to issues among APS members and the psychology community that grows the influence of psychology collectively, while valuing and promoting the diversity;
- Enhance the value of APS membership;
- Ensure the APS is the voice of psychology in Australia;
- Foster and promote the knowledge base of the discipline and the profession of psychology; and
- Promote the value of APS psychologists to the community.

### 2. Position in Context

The Legal Advisor (Practice Support) role is located in the Professional Practice team. The Professional Practice team undertakes a number of roles:

- Initiating commentary about, or responding to, policy initiatives of government and other national agencies regarding the practice of psychology.
- Providing advice, representation and advocacy regarding the practice of psychology.
- Developing professional standards and resources to support members in their professional practice.
- Responding to member queries about the practice of psychology.

- Providing up-to-date information to members on matters pertaining to professional practice.

The Legal Advisor works in the Practice Support team to maximise their effectiveness in informing, advising and supporting members in their day-to-day practice. The role includes analysing proposed and current legislation that impacts on the practice of psychology, developing resources and providing information to assist members in complying with relevant legislation.

### **3. Key Responsibilities**

#### **Identify and analyse current and proposed legislation that may impact on the practice of psychology**

- Monitor and critically analyse current and proposed legislation that may impact on the profession of psychology.
- Provide briefing papers to the Executive Manager Professional Practice on legislative matters that impact on the practice of psychology.

#### **Support the Practice Support team to ensure accurate advice to members**

- Provide advice and assistance to members of the Practice Support team, as required, on matters relating to psychological practice and relevant policy.
- As required, support the Policy team on legislative matters relevant to practice.

#### **Provide information and develop resources to support members**

- Initiate, develop and write high quality position statements and resources to support members to comply with relevant legislation.

#### **Stakeholder management and external representation**

- Represent the APS on committees and consultative forums relevant to the professional practice of psychology, as required.

### **4. Key Contacts**

#### **Internal**

- Professional Practice Team
- Executive Manager, Professional Practice
- Other teams in the APS especially Public Interest and the APSI

#### **External**

- Government departments and agencies
- APS members including State Committees, Colleges and Interest Groups

### **5. Required skills and attributes**

#### **Personal Attributes**

- Demonstrated capacity to work on multiple tasks, manage competing priorities and work to deadlines in a complex and fast-paced work environment.
- Outcomes-focused with attention to detail.
- Ability to work co-operatively in a team environment.
- Capacity to participate in effective networking and build relationships with both internal and external stakeholders.
- High level interpersonal skills.

**Qualifications, Technical Knowledge, Experience**

- Legal practitioner with a current Australian Practising Certificate.
- Familiarity with government structures, policy processes and parliamentary/legislative practice.
- Demonstrated capacity to critically analyse government policy and legislation.
- Demonstrated capacity to comprehend complex issues and think strategically.
- Excellent research and written communication skills, including capacity to communicate complex legal issues in plain language.

**Desirable**

- Understanding of the Australian health system and relevant legislation.
- Experience working with a professional association or other member-based organisation.