

Do you thrive on providing expert legal advice that delivers practical outcomes and supports better decision-making? Join Central Coast Council's Legal Services team and help manage complex legal matters, mitigate risk and create value for our community

- Use your legal expertise in a role that is varied, meaningful and connected to the future of the Central Coast
- Enjoy a career and lifestyle in one, with flexible work options, opportunities for development and a range of benefits
- Permanent full time role based at Wyong Administration Building

About the role

As a Senior Solicitor, you will be an integral part of Council's legal function, supporting the organisation to navigate complex legal frameworks and make informed, compliant and risk-aware decisions. You will prepare and manage legal matters for court and tribunals, appear as an advocate where appropriate, instruct Counsel and provide clear, authoritative advice to internal stakeholders.

You will also contribute to continuous improvement by reviewing legal processes, monitoring legislative changes, preparing legal documentation and supporting strong governance across Council.

This position is required to provide quality customer service and create value for the community.

Key responsibilities

- Provide expert legal advice and services across a range of local government matters
- Prepare and manage complex legal matters for court and tribunals, particularly matters involving the Land and Environment Court
- Appear as advocate and instruct Counsel where required
- Identify legal risks and contribute to practical strategies that support compliance and reduce exposure
- Prepare, review and advise on legal documentation, including contracts, agreements and templates
- Research, analyse and interpret legislation, policies and legal developments to provide timely and reliable advice

- Prepare clear legal reports and recommendations that support sound decision-making
- Contribute to legal projects, process improvement and quality assurance across Council

To be successful in this role, you will have:

- Degree qualification in Law or an equivalent qualification that satisfies the criteria for admission as a legal practitioner in NSW
- Admitted, or immediately eligible for admission, as a Solicitor of the Supreme Court of New South Wales
- Class C Driver Licence
- Strong research, drafting and advocacy skills, along with the ability to manage competing priorities and work collaboratively across teams
- Experience in local government, litigation, planning, property, governance or regulatory matters will be highly regarded

Offer Details

The commencing salary for this position is up to \$115,363. Central Coast Council also provides progression opportunities for employees to progress up to the maximum salary of \$133,665 on completion of assessment of skills and performance plus 12% superannuation

- We have a permanent full time role available
- This role will be able to access a 9 day fortnight
- We are able to offer hybrid and flexible working conditions for this role - 2 days from home and 3 days onsite
- This role is located at the Wyong Administration Building

Want to know more?

The contact person for this role is **Melanie Smith, Chief Governance Officer**. You can contact **Melanie** at **Melanie.Smith1@centralcoast.nsw.gov.au**

This position will close for applications at **midnight on Sunday, 6 September 2026**.

We will not accept unsolicited resumes or applications being presented by recruitment agencies.



Extra benefits

At Central Coast Council we provide team members with a range of extras that help them balance their life when they need it. Fitness Passports give access to a range of gyms. And an Employee Assistance Program that offers a range of wellbeing initiatives to help you and your immediate family.

Other extras include:

- Long service leave after 5 years of continuous service
- Free flu vaccination program
- Time provided for you to do annual skin cancer screening, Breast screen and blood donations
- Access to professional development with career development and learning programs through various platforms
- We reward and recognise our staff with our Cheers program
- Novated leasing partnerships.

Central Coast Council is ideally located on the northern fringe of Sydney and just an hour's drive from Newcastle, the Central Coast offers one of the best places in Australia to live and work. The

Central Coast is one of the fastest growing regions in NSW, the third largest Local Government Area (LGA) in NSW and the 6th Largest LGA in Australia.

Central Coast Council is committed to the goals of equal opportunity employment. We aim to provide a work environment for our employees that fosters equity, diversity and respect.

Council is committed to providing safe environments that protect the physical, emotional, cultural and social wellbeing of children on the Central Coast.

Council may create an eligibility list from this recruitment process and may utilise this eligibility list to fill other permanent or temporary vacancies.

How to apply

We have put together some additional resources to help you [apply for a role](#) at Central Coast Council.

By completing and submitting this online application you confirm that any information that you provide in this application is true and correct and acknowledge that any offer of employment may be withdrawn should the information that you have provided in support of your application be shown to be false.

You also consent to employment screening checks being conducted where appropriate. This may include associated checks including reference checks, Working with Children Check, Entitlement to Work in Australia, employment history and an Australian Federal Police Check, as well as substantiation of educational qualifications, industry memberships, previous Central Coast Council employment history and association with professional bodies.

You also acknowledge that you will be required to provide proof of eligibility (including photo identification) to work in Australia if selected for an interview.

To lodge your application, please follow these steps:

1. Click to apply
2. Answer the online questions
3. Attach your resume
4. Attach your qualifications and licences.

Once your application is successfully lodged you will receive an automated response sent to your e-mail address. If a response is not received this means that your application has not been successfully submitted and you will need to lodge another application.

If you require assistance to lodge your application please contact our Talent Acquisition team by emailing recruit@centralcoast.nsw.gov.au to discuss what reasonable adjustments you may need. If you are deaf, hearing or speech impaired, you can contact us through the National Relay Service TTY call 133 677 or Speak & Listen 1300 555 727.

Applicants who are selected for interview will be contacted by phone or e-mail.

You will have the ability to save your application as you go using the 'Save Application' button. You can start an application and return to it later via the automatic follow-up email once you have the time and required information at hand to finalise your application.

If you don't have access to a computer or electronic device, you can lodge your application at any of Council's Library locations. Pre-book a free 1-hour computer timeslot by contacting your nearest

library <https://www.centralcoast.nsw.gov.au/libraries/our-branches> or ask at the enquiry counter.

