



POSITION DESCRIPTION

Title	Paralegal – Planning
Position Classification:	Local Government (State) Award: Band 2 / Level 2
Salary Range:	20-26
Status:	Part time
Position reviewed on:	August 2026
Position reviewed by:	Director Planning & Environment
Division:	Planning and Environment
Department:	Legal Counsel – Planning & Environment
Section:	Legal Counsel
Reports to:	Legal Counsel – Planning
Special Conditions	N/A

1. PURPOSE OF THE POSITION

This position provides high-quality and efficient paralegal and administrative support to assist in the effective management of Land and Environment Court litigation, planning and development matters, building compliance and enforcement proceedings, and other legal matters arising within the Planning and Environment Division.

The position supports Legal Counsel by undertaking legal research, preparing, lodging and serving court documents, drafting correspondence and legal documentation, maintaining accurate records and document management systems, and coordinating the preparation of briefs, evidence and materials for hearings, mediations and court proceedings. The role also assists in instructing and liaising with Council's external legal representatives and experts while keeping abreast of relevant planning, environmental and local government legislation, statutory requirements and case law to support the delivery of effective legal services to Council.

2. KEY OPERATIONAL RESPONSIBILITIES

2.1 Assist in providing relevant responses to development related appeals and legal matters in an efficient and professional manner that represents Council's best interests.

Key tasks:

- To assist in the preparation of planning appeals as they are lodged by:
 - coordinating experts and facilitating the drafting of statements of facts and contentions
 - preparation of documentation for Court proceedings including bundles of documents
 - coordinating communication with stakeholders including barristers, experts, residents/objectors and the Court
 - coordinating the preparation of the drafting of conditions of consent
 - other related day to day functions associated with planning appeals.
- Assist in the appointment and manage external experts that may be relevant to a particular matter.
- Undertake research and assist in the preparation of advice.
- Assist in meeting all requirements of the Court relating to the preparation and filing of court documents and meeting deadlines for compliance with all Court directions.

2.2 Internal Assistance

Key tasks:

- Assist in the promotion of a better understanding within the Planning and Environment Division on legal processes, procedures and planning and environmental law as opportunities arise.
- Act as a source of information and support for staff involved in planning appeals in terms directions and deadlines.
- Collating briefs to experts and barristers, as required.
- Preparing protocols to assist in litigation.

2.3 Provide and present reports on matters within the responsibility of the Division.

Key tasks:

- Assist in maintaining updated status of all legal matters relating to planning and development
- Assist in the preparation of quarterly reports for the Executive Leadership Team and Council as required, outlining status of legal matters relating to the role and associated budget position.

2.4 Demonstrate a culture of customer-focused, responsive and appropriate service delivery to the community.

Key tasks:

- Ensure that all activities are characterised by a focus on customer experience and service.

2.5 Other Duties

Other duties may be allocated by the Legal Counsel. These will be in accordance with the employee's range of skills, competence, training and/or experience or be part of a training/development plan and be broadly consistent with this Position Description.

3. KEY CORPORATE RESPONSIBILITIES

3.1 Council's Vision and Core Values

Uphold and promote Council's Vision for making North Sydney a more satisfying place for people. Behave in a manner consistent with Council's Core Values:

- Provision of services to the community through co-operation and understanding.
- Responsive government based on open government and community participation.
- Honesty and integrity in all we do.
- Fairness and equity.
- Innovation and excellence.
- Responsive and responsible regulation.

3.2 Best Value and Continuous Improvement

Provide best value to the community by applying a continuous improvement philosophy. Identify ineffective and/or inefficient processes and recommend improvements. Capitalise on changes so as to increase effectiveness and efficiency. Undertake to learn from the workplace experience. Participate in learning and development activities as/when appropriate and then apply the learned skills/knowledge on the job. Identify and report to management any obligations, risks and opportunities facing Council.

3.3 Council's Policies and Procedures

Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed.

3.4 Customer Service

Promote a professional and positive image of Council in accordance with Council's Customer Service Policy. Take a pro-active approach to providing excellent customer service – to both internal and external customers.

3.5 Organisational Sustainability

Consider sustainability - economic, environmental, social and governance factors - in all activities and decision making in accordance with Council's Organisational Sustainability Policy and procedures.

3.6 Community Engagement

Comply with legislative requirements and Council's Community Engagement Policy and related procedures regarding the identification and implementation of consultation opportunities to ensure that stakeholders are consulted on matters of relevance to them. Ensure Council's Core Value of open government and community participation is upheld.

3.7 Record Keeping

Undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions.

3.8 Equal Employment Opportunity

Comply with the requirements of the Anti-Discrimination legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

3.9 Ethical Conduct

Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.

3.10 Child Safe

Council fully supports the aims and objectives of Children's Guardian Act 2019 and associated provisions and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

3.11 Work Health and Safety

Observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Work Health and Safety.

Take appropriate action to ensure a safe and healthy working environment for self and others. In particular:

- participate in the identification and control of WHS risks in the workplace;
- support work colleagues when they return to work following injury/illness and co-operate with management in relation to changes which may need to be made in accordance with the Return-to-Work/Injury Management Plan;
- if injured, co-operate with management in developing/implementing the Return-to-Work/Injury Management Plans.

3.12 Statutory Obligations

Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.

3.13 Team Work

Support and promote teamwork through:

- co-operation;
- communication;
- sharing of relevant information;
- provision of responsive and accurate advice;
- maintenance of effective liaison with other employees within own team and across Council as/when appropriate.

3.14 Financial Management

- Provide input into budget/operating plan and recommend objectives, in the area of responsibility, for inclusion in the Division's overall budget/operating plan and Management Plan.
- Manage financial performance against the budget/operating plan and act appropriately upon trends and variances in a timely manner to ensure the effective and efficient achievement of all budget and plan objectives.

4 CONTACTS ARISING FROM THE POSITION

Reports to: Legal Counsel – Planning and Environment

Supervises: Directly: Nil
Indirectly: Administration Officer – Legal

5 SELECTION CRITERIA**Essential**

- Legal qualifications or be undertaking tertiary legal training.
- Relevant paralegal experience.
- Highly developed communication and interpersonal skills.
- Experience in using the NSW Courts online registry system.
- Demonstrated commitment to providing high level of customer experience
- Ability to set priorities, comply with tight deadlines and manage a variety of concurrent tasks.
- Well-developed analytical thinking, creative thinking, research, conflict resolution and problem-solving skills.
- Ability to maintain confidentiality when dealing with matters of a sensitive nature.

Desirable

- Experience as a paralegal in a Land and Environment Court litigation practice and in dealing with time sensitive matters.
- Experience in local government administration

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed)

Employee's Signature Date