

<b>Position Title</b>	Legal Policy Advisor	<b>Report to</b>	Make Smoking History Manager (MSHM)
<b>Division &amp; Team</b>	Make Smoking History/Cancer Prevention & Research	<b>Location</b>	Subiaco
<b>New position or revision &amp; date</b>	Revision June 2020		

### Position Purpose

The Legal Policy Advisor is directly responsible for research and advice on legal, regulatory and policy issues relevant to cancer prevention and control, including obesity prevention, alcohol marketing, occupational cancer and asbestos, therapeutic goods and tobacco. The Legal Policy Advisor proposes and advocates for legal and regulatory interventions to promote cancer prevention; and liaises on these issues with both government and non-government stakeholders

<b>Our Vision</b>	Achieve a cancer-free future for our community.
<b>Our Purpose</b>	Cancer Council Western Australia works with our community to reduce the incidence and the impact of cancer.
<b>Our Values</b>	<p><b><i>Making a real difference</i></b> We seek to have a major positive impact on the lives of all West Australians. We never stop seeking to improve and innovate what we do and are prepared to take risks to achieve breakthrough results.</p> <p>We do this by living the following values:</p> <ul style="list-style-type: none"> <li>• <b><i>Integrity</i></b> We have high standards and we do what we say we will do. We are transparent and consistent in the way we work and relate.</li> <li>• <b><i>Evidence</i></b> We always seek the most solid foundation of evidence available in every practice we embrace.</li> <li>• <b><i>Care</i></b> We are passionate about our mission and deeply value our community and each other. We show empathy for those we are here to serve, respect and value our staff and volunteers and do everything we do with great care.</li> <li>• <b><i>Collaboration</i></b> We actively engage with others and each other to achieve our shared objectives. We create inclusive and empowering connections with and between our stakeholders to build the capacity we need to bring about great change.</li> <li>• <b><i>Equity</i></b> We work positively with people of different backgrounds, status and education to help them achieve the best possible level of health and wellbeing.</li> <li>• <b><i>Boldness</i></b> We engage in continuous improvement and innovation and take risks to achieve results.</li> </ul>

Key Responsibility Area	Inputs - Key Activities	Outputs - What is expected/end result	Measures - How it is measured
<b>Operational</b>			
	Develop, analyse, and provide advice on legislation, regulation and policy that is relevant to cancer control.	Explore and develop proposals for the development, reform or application of law or regulation to enhance cancer control in areas nominated as high priority.  Prepare submissions, briefings, policy and position statements, and complaints.	Feedback from key stakeholders indicates proposals and documentation is prepared and submitted on time and to relevant regulation and government bodies.
		Develop and maintain an up-to-date and expert knowledge of policy and legal developments, health impacts and associated issues.	Make Smoking History Manager is satisfied that the Legal Policy Advisor is well versed on policy and legal developments.
		Provide advice and recommendations on legal and regulatory issues, interventions and strategies to the Cancer Prevention and Research Director, Make Smoking History Manager and internal and external stakeholders as directed.	Feedback from both key internal stakeholders indicates that sound advice is provided on legal, regulatory and policy issues.
<b>Relationship Management</b>			
	Establish and maintain effective working relationships with external stakeholders.	Liaise and develop relationships with key external stakeholders, including government, regulatory agencies, public health organisations, legal practitioners, experts in the field and universities.	Key external stakeholders consider that their relationship with the CCWA and project coordinator is positive and constructive.
<b>Occupational Health and Safety</b>			
	All team members are trained in all relevant Occupational Health and Safety processes relevant to their position	Attendance at required OHS training	No Lost Time Injury

	<p>Appropriate personal protective equipment is used at all relevant times</p> <p>Any situation, event or incident that is in breach of Occupational, Health and Safety policies or procedures is identified and reported and corrective actions implemented where appropriate</p>	<p>PPE worn correctly at all times</p> <p>Hazards &amp; Accidents reported</p>	<p>The workplace is maintained in a safe condition 100% of the time</p>
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Selection Criteria	Essential	Desirable
<b>Experience in required industry and or position</b>		
A Bachelor of Laws degree	X	
3 years' experience in legal practice	X	
Experience in or knowledge of policy development or advocacy	X	
Knowledge of cancer control issues		X
Admission to practice law or eligibility for admission to practice law		X
<b>IT skills</b>		
Sound information technology skills	X	
<b>Other skills</b>		
Strong verbal, interpersonal and written communication skills	X	
Proven organisational skills with strong attention to detail	X	
<b>CCWA Values</b>		
Demonstrated understanding of and commitment to the values of Cancer Council WA	X	
Positive approach to the workplace	X	