Legal Intern (Suitability Re-Assessment)
ROLE SPECIFICATION – DECEMBER 2020

<table>
<thead>
<tr>
<th>Role title</th>
<th>Legal Intern (Suitability Re-Assessment)</th>
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<tbody>
<tr>
<td>Classification</td>
<td>VIT Officer, Grade 3</td>
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<tr>
<td>Branch / Team</td>
<td>Professional Conduct Branch</td>
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<tr>
<td>Work location</td>
<td>Level 9, 628 Bourke St, Melbourne</td>
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<tr>
<td>Employment type</td>
<td>Casual</td>
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<tr>
<td>Salary</td>
<td>$69,102</td>
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<tr>
<td>Position reports to</td>
<td>Legal Manager (Regulation)</td>
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<tr>
<td>Date approved</td>
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<td>Last updated</td>
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<td>Reference no.</td>
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ORGANISATIONAL ENVIRONMENT

The Victorian Institute of Teaching (VIT) is the statutory authority for the regulation of the teaching profession in Victoria, in accordance with the Education and Training Reform Act 2006.

- **Our Vision:** For all Victorian children and young people to have the best teachers.
- **Our Purpose:** To regulate for a highly qualified, proficient and reputable teaching profession.

Like other professions occupying positions of trust and responsibility, teachers are required to be registered in order to practise their profession. All practising Victorian school teachers must be registered by the VIT.

All employees must comply with the Code of Conduct for Victorian Public Sector Employees 2015 and agree to work according to the values of:

Responsiveness
Integrity
Accountability
Respect
Leadership
Human rights

The Professional Conduct Branch is responsible for the investigations, education and compliance, and regulatory legal functions of VIT.
• **Investigations** – investigates and acts on matters relating to the conduct of teachers that may constitute a lack of fitness to teach, an impairment, serious incompetence, serious misconduct or misconduct. This includes educating teachers, school principals, and employers about risk to safety and wellbeing of children and young people, the VIT Code of Conduct and appropriate professional boundaries.

• **Legal** – provides legal services across VIT in respect of the discharge of its regulatory functions. This includes working closely with the Professional Conduct Branch in respect of the effective and timely delivery of conduct and compliance activity.

**PURPOSE AND ACCOUNTABILITIES**

**PURPOSE**

The purpose of this role is assist the VIT to implement the legislative amendments made to the *Education and Training Reform Act 2006 (Vic)* by the *Education Legislation Amendment (Victorian Institute of Teaching, TAFE and Other Matters) Act 2018 (Vic)*. This role will form part of the newly established ELA Suitability Re-Assessment Project Team that will sit within the Professional Conduct Branch and report to the Legal Manager (Regulation). This Project Team will be responsible for identifying and assessing all applicants and registered teachers who have historically committed Category A offences, Category B offences, Category C conduct or who have received negative notices or interim negative notices under the *Working with Children Act 2005 (Vic)*. The purpose of this project is to apply the new legislative provisions to these applicants and registered teachers, and determine whether they can be registered, or remain registered with the VIT. This Project will commence on 27 June 2020 and is scheduled to be completed by 31 October 2021.

The successful candidate will be provided with induction, mentoring and training. There will also be systems, processes and templates to support the work of the Project Team.

In performing this work, the Project Team will consider the safety and wellbeing of children, including by taking into account community expectations. It will also contribute to VIT’s purpose of regulating for a highly reputable teaching profession.

**ACCOUNTABILITIES**

The Legal Intern (Suitability Re-Assessment) will be required to:

1. Assess and categorise the criminal history of applicants and registered teachers to determine whether they meet the definitions of category A offences, category B offences or category C conduct as defined in the *Education and Training Reform Act 2006 (Vic)*.

2. Exercise sound professional judgment about the application of legislation and policy.

3. Be accountable for assessing and managing risk, including by identifying the need to escalate matters as appropriate.

4. Communicate clearly, effectively and sensitively with applicants and registered teachers about VIT legislation, policies, procedures and decisions that may impact on the status of their registration.

5. Work collaboratively with other members of the ELA (Suitability Re-Assessment) Project Team and other VIT employees as appropriate.

6. Maintain accurate and thorough records of all activities and decisions made in relation to individual applications for registration / renewal of registration.

7. Contribute to the delivery of outcomes aligned with the ELA Suitability Re-Assessment Project Plan, VIT Strategic Plan, and the Conduct and Compliance Annual Plan.

8. Model Victorian public sector values and VIT behaviours, and contribute to a positive culture and working environment both within the Conduct and Compliance branch and across VIT.
KEY SELECTION CRITERIA

KNOWLEDGE AND SKILLS

1. Ability to conduct research and provide authoritative advice on how to apply the relevant legislation and policy to individual applications for registration.
2. Strong verbal communication skills including the ability to explain complex concepts and related policies to applicants, teachers, staff and other internal and external stakeholders.
3. Strong written communication skills including the ability to prepare correspondence and reports that include some factual and legal analysis.
4. High level organisation, planning and prioritisation skills including demonstrated ability to organise workload, determine priorities, define and sequence work tasks, and deliver on agreed outcomes.

PERSONAL QUALITIES

5. Demonstrated ability to establish and maintain productive working relationships with applicants, registered teachers, VIT staff and other internal and external stakeholders.
6. Ability to remain calm under pressure, maintain high levels of motivation, and accept constructive feedback.
7. Flexible, adaptable, and able to adjust easily to changing work demands and circumstances.
8. Ability to work independently and as a part of a team.

SPECIALIST EXPERTISE

9. At least one of the following:
   9.1. Admitted as an Australian Legal Practitioner with a current Victorian Practising Certificate (or the ability to acquire one); OR
   9.2. Tertiary qualifications in law; OR
   9.3. Currently enrolled and working towards a tertiary qualification in law.
10. Knowledge of the Education and Training Reform Act 2006 (Vic) and policies and procedures relating to the registration and regulation of teachers and early childhood teachers is highly desirable.
11. Experience in working for government in a legal, quasi-legal, or investigator role is highly desirable.

CONDITIONS AND BENEFITS

VIT staff are accountable and responsible for adhering to VIT values, behaviours and all VIT Policies and relevant Laws and Regulations to ensure they conduct themselves in a responsible manner at all times in line with these.

These compliance requirements are mandatory and directly contribute to the VIT providing a respectful, safe and healthy workplace and enables the VIT to achieve its Strategic Objectives.

All employees are expected to take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the organisation’s occupational health and safety (OHS) policies and procedures.

For further information regarding employment conditions, refer to The Victorian Institute of Teaching Enterprise Agreement 2016.