



Australian Government
Professional Services Review

Candidate Information Kit

Legal Executive Level 1 Senior Legal Officer (\$123,738 - \$146,736 plus 15.4% superannuation)

Prepared
7/10/2025



Acknowledgement of Country

Professional Services Review acknowledges the Traditional Owners and Custodians of Country throughout Australia, and acknowledges their continuing connection to land, waters and community. PSR pays respect to the people, the cultures, and the elders past and present.

Our role

To protect patients and the community from the risks associated with inappropriate practice, and to protect the Commonwealth from having to meet the cost of medical / health services provided as a result of inappropriate practice.

Legal EL1 Senior Legal Officer

Reference number	09/2025
Position title	Senior Legal Officer
Classification / Salary	Legal EL1 (\$123,738 - \$146,736) plus 15.4% superannuation
APS Job Family	Legal and Parliamentary
Business unit	Case Management Unit
Location	All locations
Employment status	Ongoing or Non-Ongoing for a specified term. Non-Ongoing opportunities will be offered for a specified term of up to 12 months.
Security clearance	Ability to obtain and maintain a Baseline security clearance.
Contact person	Georgia O'Keefe Principal Legal Officer Tel: 0460 036 641
Closing date	11.59pm (ADST) on Sunday, 26 October 2025

Eligibility information

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required security clearance level for the role as indicated. All PSR staff are required to have a minimum Baseline security clearance prior to commencement.
- Successful applicants will be required to undergo a mandatory National Criminal History check.

About Professional Services Review

Professional Service Review (PSR) is enabled by the *Health Insurance Act 1974* (HI Act). PSR includes three types of governance entities with their own statutory functions:

Office of the Director and Associate Director: The Director of PSR is a medical practitioner who is the Agency Head. The Director is supported by Associate Directors who are also medical practitioners. The Director and Associate Directors review the conduct of persons referred by the Chief Executive Medicare and may resolve matters or refer matters to a PSR Committee.

PSR Committees: PSR Committees are established by the Director or Associate Director and are comprised of health practitioners. Committees conduct inquiries into the conduct of persons under review.

Determining Authority: The Determining Authority (DA) is a body constituted by health practitioner members and a community representative. The DA considers matters following the Director / Associate Director and Committee stage.

PSR staff support each of the PSR entities as required. The outcome of a PSR investigation can include the repayment of Medicare or Dental Benefits and disqualification from Medicare or the Pharmaceutical Benefits Scheme (PBS).

PSR is guided by the:

- *Health Insurance Act 1973*
- *Public Service Act 1999*
- *Public Governance, Performance and Accountability Act 2013.*

Our purpose, vision and goals

Our **purpose** is to safeguard the Australian public and the Commonwealth from the risk and cost of inappropriate practice within the Medicare, Dental and Pharmaceutical Benefits programs.

Our **vision** is to:

- play a key role in protecting the integrity of Australia's universal health system
- be held in high esteem by the professions and the people running the scheme
- be a model public service agency.

To achieve our vision, we have 3 **goals**:

1. continue to efficiently and fairly investigate all referred cases, ensuring that the health of persons under review is a high and consistent priority
2. continue to mature as an agency, understanding the changing nature of our work and embracing different and evolving work practices
3. enhance workforce capacity and capability, recognising that for PSR our 'workforce' includes the consultants, Panel and DA members engaged and appointed under our enabling legislation.

About the business unit

The Senior Legal Officer (SLO) performs a dual legal and case management role as part of the Case Management Unit.

The Case Management Unit is a small team that reports to the General Counsel and supports the Director, Associate Directors, Committees and the Determining Authority to manage and progress cases which have been referred to PSR efficiently and effectively.

About the position

The SLO provides guidance on procedural, legislative and regulatory matters in the context of the PSR scheme (set out in Part VAA of the HI Act).

The SLO is predominantly responsible for day-to-day oversight and delivery of work in relation to matters at the Director or Associate Director stage of the review process, in line with statutory timeframes. This involves managing a small caseload as well as supervising and developing case managers and working collaboratively in a small team. As part of matter management, the SLO may provide legal advice both independently and under the direction of senior legal staff.

The SLO may also assist Principal Legal Officers in managing cases at the Committee stage of the review process, including drafting relevant documents and attending hearings.

Duties and responsibilities

The SLO works with a high level of autonomy and accountability in delivering legal and case management services to the Director, Associate Directors, PSR Committees and the Determining Authority. The role makes recommendations and provides advice on solutions, emerging issues and issues that may impact the Case Management Unit.

The SLO provides professional leadership and guidance, including the allocation of resources and workloads. The SLO will provide guidance and advice on legally technical or strategically complex matters. Matters impacting the overall operations of the Case Management Unit, PSR, the PSR Scheme and the broader Medicare compliance landscape will be escalated to the principal legal officer.

The SLO's primary duties include:

- managing matters, including more complex matters, at the Director or Associate Director stage of the review process using negotiation, problem-solving and strategic decision-making skills
- working in a small team of case managers, including reviewing work and assisting with organising work to align with matter priorities
- providing professional direction to case team staff to ensure the delivery of services
- drafting statutory decisions on behalf of PSR's decision-makers within PSR's statutory framework and according to administrative law principles
- drafting and reviewing correspondence to the Chief Executive Medicare, PSR panel members, persons under review and their legal representatives

- communicating with persons under review and their legal representatives, medical consultants and PSR panel members
- identifying legal issues arising in matters and bringing them to the attention of the relevant Principal Legal Officer
- providing legal advice on the operation of the PSR scheme as required and providing oversight/clearance of legal advice provided by case managers.

Other duties may include:

- attending hearings (usually interstate) to advise PSR Committees and drafting associated documentation including statements of reasons and hearing documents
- contributing to the learning and development goals of the case team including by providing PSR training to staff and panel members
- providing legal advice on the exercise of compulsive powers and sanctions in a regulatory context
- taking responsibility for the handling of FOI requests and privacy matters and providing advice on the PGPA Act, as required
- overseeing the co-ordination of outsourced legal services in relation to litigation
- including providing instructions to engaged firms and counsel.

Expectations of the role

The knowledge, experience, core skills and personal qualities required for this position:

- high level writing and proof-reading skills
- ability to engage with medical records and terminology
- capacity to work independently and experience working collaboratively in a small team
- experience supervising staff
- excellent attention to detail
- ability to obtain and maintain knowledge of relevant legislation including, specifically, Part VAA of the HI Act, related regulations and the Medicare Benefits Schedule, Pharmaceutical Benefits Scheme and the Child Dental Benefits Schedule.

The SLO may be required to undertake duties outside standard working hours.

Qualifications and experience

Mandatory	• Completion of a Bachelor of Laws degree (or equivalent) • Admission, or eligibility for admission, as a legal practitioner
Highly Desirable	• Legal experience in either an administrative law or general government, regulatory or health law context.

Working at PSR

What we offer:

- negotiable salary entry points
- attractive 15.4% superannuation
- free car parking at Brindabella Business Park
- flexible working arrangements for working hours and work from home options
- salary sacrificing options including superannuation
- professional learning and development opportunities including:
 - training courses
 - e-learning
 - study assistance program offering financial support and time for study
- family friendly and work life balance provisions including:
 - 4 weeks of annual leave
 - ability to purchase leave
 - Christmas closedown
 - 18 days personal/carers leave
 - 18 weeks parental leave for primary carers
- support for diversity, good health and wellbeing, such as:
 - cultural, ceremonial and NAIDOC leave
 - Healthy Lifestyle Contribution
 - voluntary free annual influenza vaccination
 - access to Employee Assistance Program (EAP)
 - volunteer leave.

The terms and conditions for PSR employees can be found in the [PSR Enterprise Agreement 2024 – 2027](#).

Workplace diversity

PSR is committed to creating an inclusive work environment and is proud to be an equal opportunity employer and as such, we welcome and encourage applications from all diversity communities including Aboriginal and Torres Strait Islander peoples, gender, gender identity, people with disability, LGBTIQA+ people and people from diverse linguistic and cultural backgrounds.

Ongoing suitability

All APS employees are required to comply with the APS Code of Conduct, including to at all times, behave in a way that upholds the APS Values and Employment Principles, and the integrity and good reputation of the PSR and the APS. This ensures public trust in the impartiality and reputation of the APS. Employees must also disclose any real or perceived conflicts of interest. To learn more please refer to the [APS Values and Code of Conduct in Practice](#).

About the process

PSR uses a range of assessment options and processes to assist in selecting suitably qualified and experienced applicants. We uphold the [Merit Principle](#), and our processes are designed to select the right people for our roles.

Recruitment process and indicative timeline

- Applications close - Sunday, 26 October 2025
- Interviews – week commencing Monday, 10 November 2025
- Referee checks completed post interview
- Outcomes advised – week commencing Monday, 24 November 2025 (*subject to change*).

What are the steps?

Apply	Complete and submit your Applicant Cover Sheet, 'pitch' (see below) and a resume of no more than three pages. In exceptional circumstances an application may be accepted after the advertised closing date. Applicants who require an extension must discuss with the contact person at least 24 hours prior to the vacancy closing date.
Shortlist	Applicants for this process will be assessed on their written application using the APS Work Level Standards (WLS).
Interview	Shortlisted applicants will be invited to attend an interview. Interviews may be held in person, by phone or via MS Teams. Interview panels are usually comprised of three members. Applicants should be prepared at interview to discuss examples of past and present behaviour detailing specific achievements and challenges faced. For some processes, the selection panel may use alternative or additional assessment approaches (such as a written exercise) to determine applicant suitability. Applicants will be advised in these situations.
Referees	Referees may be contacted for further assessment of suitability. References are usually only sought for applicants under consideration for the position or the merit pool. Nominated referees should be able to comment on and rate your recent work performance. The selection panel can request a written report or seek verbal referee comments at any stage of the selection process. Please advise the selection panel of any sensitivity around contacting referees.
Process complete	After the Delegate has approved the process, a merit pool may be established. All applicants will be notified of their outcome.

How to apply

Your application should be addressed to the contact person and submitted via email to [HR Enquiries](#). If you are having any difficulties submitting your application, please contact the HR Officer on 0476 876 168.

As part of your application, you will need to provide:

- your 500 word 'pitch' detailing your relevant skills and experience against the duties, responsibilities and expectations of the role
- your current resume of no more than three pages
- the name and contact details of two referees
- completed Applicant Cover Sheet (available on the [PSR website](#))

Pitch

Please prepare a 'pitch' of no more than 500 words to describe how your skills and experience would contribute to the position within PSR. Please ensure that you address the outlined expectations of the role and the position requirements (see [About the Position](#) section) when preparing your pitch.

Your pitch is your opportunity to tell us why you are the right fit for a position with the PSR. Tell us why you want to work for us, and why you are interested in the advertised role. We want to know how your skills and experience would contribute to the role and the work of PSR. Make sure to highlight relevant examples and accomplishments that demonstrate your ability to perform the role.

Use of the **STAR** method (**S**ituation, **T**ask, **A**ction, **R**esult), or equivalent, can be an approach adopted to articulate your examples. Further information on the **STAR** method can be found in the [APS Cracking the Code](#) and will help you understand the requirements, prepare and complete your application. Information for Aboriginal and Torres Strait Islander applicants is available in [Section 5 - Cracking the Code](#).

It is strongly recommended that you read the APS [Work Level Standards](#) and the [APS Integrated Leadership System](#) before addressing your application, particularly the capabilities required to be successful at the classification level you would like to be selected for.

Communication from PSR

Please ensure the contact information you supply is up to date. If you are selected for an interview, you will be contacted via your preferred contact method indicated on the Applicant Cover Sheet.

You can update your contact details or withdraw your application at any time by emailing [HR Enquiries](#).

Merit pool

This recruitment process is being used to fill current and future ongoing and non-ongoing vacancies. A merit pool of suitable applicants may be created which may be used to fill vacancies for similar roles in PSR should they become available over the next 18 months.

Non-ongoing vacancies will be offered for an initial period of up to 12 months.

Should a position become ongoing, then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

If you are placed in a merit pool, you can consent to your application/information being shared with other Commonwealth Agencies to fill similar roles in the APS.

RecruitAbility

PSR is committed to supporting employment and career development of people with disability. Our participation in APS RecruitAbility means we will progress an applicant with disability to a further stage in the recruitment process, where they opt into the RecruitAbility Scheme and meet the minimum requirements of the agency.

If you identify as a person with a disability, you can 'opt in' for RecruitAbility on the Applicant Cover Sheet.

Further information on [RecruitAbility](#) is available on the Australian Public Service Commission's website.



Reasonable adjustments

PSR is open to facilitating reasonable adjustments to ensure that you can participate equitably in the recruitment process. Reasonable adjustments are not limited to persons with disability. For example, reasonable adjustments may include additional time to complete recruitment tasks, accessible computer hardware and software, or individual needs relating to illness or injury. Please discuss your needs with the contact person at any stage of the recruitment process. Requests will be managed sensitively and confidentially.

To find out more about reasonable adjustment you can contact the HR Officer on 0476 876 168 or [HR Enquiries](#). Further information regarding [reasonable adjustments](#) is available on the Australian Public Service Commission's website.

Privacy

Information supplied for this selection process will be used for selection purposes only and can be used for a period of 18 months from advertising. Files will be stored electronically and accessed by the Human Resources team, hiring managers and selection panel members.

Further information can be found in the [PSR Privacy Policy](#).

Further information

Please contact PSR HR on 0476 876 168 or email [HR Enquiries](#) for further information on how to apply for this position.

You can learn more about PSR via our [website](#).

For additional information on preparing your application and addressing selection criteria please refer to [Cracking the Code](#) on the APSC website.



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www.psr.gov.au