



Australian Government  
Professional Services Review

# Candidate Information Kit

## Legal Executive Level 2 Principal Legal Officer (\$160,476 - \$173,361 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 EL2 Principal Legal Officer

|                         |                                                                                                                                    |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Reference number        | 08/2025                                                                                                                            |
| Position title          | Principal Legal Officer                                                                                                            |
| Classification / Salary | Legal EL2 (\$160,476 - \$173,361) plus 15.4% superannuation                                                                        |
| APS Job Family          | Legal and Parliamentary                                                                                                            |
| Business unit           | Case Management Unit                                                                                                               |
| Location                | Canberra, ACT, preferred                                                                                                           |
| Employment status       | Ongoing or Non-Ongoing for a specified term.<br>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          | Margaret Parker<br>General Counsel<br>Tel: 0460 035 311                                                                            |
| 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 Principal Legal Officer (PLO) performs an important case management and advising role in the Case Management Unit.

The Case Management Unit reports to the General Counsel and supports the Director, Associate Directors, Committees and the DA to manage and progress cases which have been referred to PSR efficiently and effectively.

## About the position

The PLO works autonomously and is accountable for the delivery of legal services and advice provided by the Case Management Unit staff. The PLO determines case strategy and direction and implements required system changes within the Case Management Unit to ensure efficient delivery of services to PSR entities.

The PLO makes recommendations and provides advice on solutions and emerging issues that may impact the Case Management Unit, PSR, the PSR Scheme and broader medicare regulatory landscape. The PLO provides strategic and technical advice in relation to both PSR cases and broader Agency objectives. The PLO will collaborate within PSR and share experience on matters of significance to the PSR scheme. The PLO is ultimately accountable for the delivery of Director, Associate Director and Committee stage PSR work.

The role involves demonstrating high levels of professional leadership and guidance including allocation of resources and workloads and contributing to ongoing improvements in workflow and team structure.

The PLO is responsible for the provision of advice to the Director, Associate Directors or to a PSR Committee in respect of allocated matters. The PLO is also responsible for the management and conduct of Committee processes, including the hearing, and the delivery of Committee Reports within agreed timeframes.

The PLO is responsible for ensuring that the management of cases complies with legislative requirements and administrative law principles.

The PLO role includes managing the provision of procedural, legislative and regulatory matters in the context of the PSR scheme (set out in Part VAA of the HI Act) and in relation to privacy, Freedom of Information and *Public Governance, Performance and Accountability Act 2013* (PGPA Act) requirements.

### Duties and responsibilities

Under limited direction, the PLO undertakes duties in accordance with the agreed standards for the Executive Level 2 classification. The PLO's duties include:

- the legal and administrative management of PSR cases and ensuring that cases are managed in compliance with Part VAA of the HI Act and in accordance with general administrative law principles

- providing legal advice to PSR Committees including attending Committee hearings (usually held in the capital city most convenient for the person under review)
- providing legal advice on the exercise of compulsive powers and sanctions in a regulatory context
- providing advice on the development and drafting of primary and subordinate legislation
- working closely with PSR Committee members to draft and settle statements of reasons for Committee findings including assisting Committee members to respond to oral and written submissions from practitioners under review
- providing, at times, legal advice in governance areas including procurement, and contracting
- managing litigation including advising on litigation strategy, ensuring value for money from outsourced legal services in relation to litigation and providing instructions to engaged firms and counsel
- working in a professional and cooperative manner with lawyers acting for practitioners under review and unrepresented practitioners to ensure effective and efficient management of the statutory process
- providing professional guidance and oversight to Case Management Unit staff to ensure the delivery of services
- promoting staff learning by fostering a culture of continual improvement and commitment to mentoring and managing staff learning and development
- contributing to the learning and development goals of the Case Management Team including by providing training to staff and Panel Members
- anticipating and establishing priorities, monitoring progress and working to deliver required outcomes to a high standard in timely manner
- contributing, using own initiative, to the strategic direction of the agency by identifying areas for improvement through identifying common themes, raising issues and offering solutions and taking responsibility for implementation
- ensuring PSR meets its ongoing legal privacy obligations and providing legal guidance and advice on FOI requests and matters under the PGPA Act
- representing PSR at various forums.

## Expectations of the role

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

- significant legal experience, preferably in an administrative law context
- capacity to work independently and experience working collaboratively in a small team
- demonstrated high level writing and proof-reading skills with excellent attention to detail
- demonstrated capability to foster staff through guidance and development
- comprehensive 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
- ability to obtain and maintain a working knowledge of the *Freedom of Information Act 1982* and the *Privacy Act 1988*
- ability to engage with medical records and terminology
- proficiency in the use of Microsoft Office applications such as Excel and Word, Adobe and other applications, such as Content Manger and case management systems.

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

### Qualifications and experience

|                  |                                                                                                                                        |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Mandatory        | Bachelor of Laws degree (or equivalent)<br>Admission, or eligibility for admission, as a legal practitioner                            |
| Highly Desirable | Significant experience as an administrative lawyer or comparable legal experience in a regulator, investigative 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, LGBTIQ+ 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, 3 November 2025
- Referee checks completed post interview
- Outcomes advised – week commencing Monday, 17 November 2025 (*subject to change*).

## What are the steps?

|           |                                                                                                                                                                                                                                                                                                                                                          |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Apply     | <p>Complete and submit your Applicant Cover Sheet, 'pitch' (see below) and a resume of no more than three pages.</p> <p>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.</p> |
| Shortlist | <p>Applicants for this process will be assessed on their written application using the APS <a href="#">Work Level Standards</a> (WLS).</p>                                                                                                                                                                                                               |
| Interview | <p>Shortlisted applicants will be invited to attend an interview. Interviews may be held in person, by phone or via MS Teams.</p> <p>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.</p>     |

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.

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**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.

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**Process complete**

After the Delegate has approved the process, a merit pool may be established. All applicants will be notified of their outcome.

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## 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 750 words '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 750 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](http://www.psr.gov.au)