



**SELECTION CRITERIA**  
**Senior Legal Officer**  
**Case Management Unit**

1. Legal knowledge and expertise necessary to:
  - a. advise and support the Director PSR and PSR Committees to enable them to discharge their functions as statutory decision-makers under Part VAA of the *Health Insurance Act 1973* (Cth), and
  - b. provide advice and management in connection with FOI, privacy and PGPA matters.
2. Demonstrated capacity to identify and implement improvements in systems of work within a small and specialised unit.
3. Confidence in conveying information orally and in writing, and demonstrated capacity to produce and review timely, detailed work to a high standard.
4. Communication and relationship management skills appropriate to build and sustain relationships with key people including colleagues within PSR at all levels and practitioners who have been referred to PSR (including their legal and professional indemnity advisers), and to represent the agency's interests at high level meetings and forums.
5. History of ensuring high quality output from supervised employees and ensuring that you and employees maintain a high level of technical expertise.