

Legal Officer

Clarence Valley Council

Grafton, NSW

Permanent Full Time – 70 hours per fortnight

\$102,108 to \$121,766 plus superannuation per annum

Working at Clarence Valley Council

Our goal is simple. We want Clarence Valley to be a community full of opportunity. We know that starts with our people.

Located in the heart of the Northern Rivers, the Clarence Valley is a special place to call home. With over 100km of stunning beaches, national parks and 60 unique towns and villages to enjoy, we've got a massive backyard to look after.

As one of the region's largest employers, we provide the job security and career opportunities of a large organisation, with the warmth and connection of a local team.

We're currently working on some big plans to make the Valley even better by 2036, and we need people who are ready to roll up their sleeves and be a part of something truly important.

Your opportunity

Use your legal expertise to make a real difference. Join Clarence Valley Council and help guide sound decisions, strong governance and community outcomes across one of NSW's most diverse regional councils.

As Legal Officer, you will provide practical and solutions-focused legal, governance and statutory advice to the General Manager, Directors and managers across a diverse range of Council activities. You will contribute to important organisational outcomes by assisting with legal research, statutory interpretation, governance matters, procurement and contracts, information access, privacy, complaints, risk management and regulatory compliance.

This is a unique opportunity for an experienced legal professional who enjoys working across a broad range of matters and wants to make a meaningful contribution to the community through local government.

What you'll be doing

- Providing clear, practical and timely legal and governance advice.
- Researching and interpreting legislation, regulations and case law.
- Supporting Council's governance, information access and privacy obligations.
- Drafting and reviewing contracts, agreements, policies and reports.
- Managing legal risks and coordinating external legal advice where required.
- Assisting Council to navigate complex and sensitive issues with confidence.

What you'll bring

To thrive in this role, you'll bring:

- Tertiary qualifications in Law or a related discipline.
- Significant experience providing legal, governance or regulatory advice.
- Strong research, analytical and statutory interpretation skills.
- Excellent written and verbal communication skills.
- The ability to exercise sound judgement and manage sensitive or complex matters.
- Experience in local government, government, regulatory or similar environments will be highly regarded.

Apply now to join the team that's shaping the future of the Clarence Valley.

Applications close at 11:30pm Tuesday 3 November 2026.

To discuss this opportunity further, you can contact the hiring manager below for a confidential chat: **Contact Alex Moar, Director Corporate and Community on 02 6643 0200.**

All applications must be lodged online via Council's website www.clarence.nsw.gov.au.

Please upload your **resume, cover letter, relevant certificates and licences** as described above.

You will also need to address the **target questions** – maximum 300 words per question.

Q1. Select a piece of work or a project and describe how you organised your work or work area to ensure maximum efficiency.

Q2. Select a challenging workplace goal you have achieved in the last year? How did you maintain your commitment?

Other important information

All successful candidates will be required to undertake a drug and alcohol screening and a pre-employment medical check may be required.

This position is located at Council's Grafton Office, however, this may change should business needs identify other work locations to be more appropriate to deliver our services in the future.

At Clarence Valley Council, we believe our diversity is our strength. We strongly encourage applications from First Nations people, veterans, and individuals of all backgrounds and abilities.

Why our team chooses Clarence Valley Council

- See the tangible results of your efforts in the streets, parks and infrastructure used by you and your loved ones every day.
- We invest in your potential through leadership programs, internal secondments and specialised training to keep your career moving forward.
- We empower you to lead a fulfilling life where family comes first - backed by a culture that genuinely respects your time.

We believe you shouldn't have to choose between an impactful career and a relaxed, coastal lifestyle. That's why we provide plenty of rewarding benefits so you can enjoy work and play in equal measure.

You'll also be rewarded with a range of benefits

- Our popular flex time offering gives you more time to spend with the people who matter most.
- Our Fitness Passport program provides discounted gym and pool access, not just for you, but for your entire household.
- Leadership programs, study assistance, internal secondments and on-the-job training to invest in your potential.
- Your wellbeing is always a priority - we have a zero-harm commitment, and you can access 24/7 confidential support through our Employee Assistance Program (EAP).
- Long service leave after 5 years employment.