

Role Statement

Role title	Legal & Governance Officer	Classification	LE2
Branch	Fines Enforcement & Recovery Unit	Type of Appointment	Ongoing
Section	Department of Treasury and Finance	Position Number	P62224
Approved by	Chief Recovery Officer	Date	April 2026

Department of Treasury and Finance

The Department of Treasury and Finance is the lead agency for economic, digital and financial policy outcomes.





We play a vital role in providing financial services to the community and economic and fiscal policy advice as well as digital services to the Government of South Australia.

The Department of Treasury and Finance actively promotes flexible working arrangements and values diversity in the workplace.

Our Purpose

We are *the Government's trusted fiscal, economic, digital and policy advisor*.
We work to ensure *South Australia is a thriving, prosperous State now and in the future*.

Who we are

 <p>Talented, Clear Eyed and Curious</p> <p>We are analytical, evidence based, innovative and creative.</p>	 <p>High Performing</p> <p>We are known for achieving successful and timely outcomes.</p>	 <p>Trusted Partner</p> <p>We work better together. We lead, partner, and collaborate to help solve the big challenges.</p>	 <p>Agile</p> <p>We organise around opportunities critical to our state and are flexible in responding to challenges.</p>	 <p>Fulfilled and Fun</p> <p>We take the work seriously and ourselves less so - we support each other in the pursuit of excellence and make Treasury a great place to work.</p>
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What we are known for

A world class Treasury and Finance.
A high performing agency that seizes opportunities, addresses the big challenges, and is a destination employer providing rewarding careers.

Branch/Section

The Fines Enforcement and Recovery Unit (FERU) is a business unit of the Department of Treasury and Finance (DTF) and is responsible for the effective collection, resolution and enforcement of overdue fines and other debts owed to the state to assist in meeting the overall departmental objectives. FERU is responsible for the fair, lawful and effective enforcement and recovery of fines and other statutory debts owed to the State.

What this role is responsible for

The Legal and Governance Officer provides high-level legal, policy, and strategic advice to the Fines Enforcement and Recovery Unit, supporting the Principal Officer, Legal & Governance in day to day activities. This includes managing complex and sensitive legal matters, preparing legal documents, and ensuring compliance with relevant laws and regulations.

Responsibilities of this role include:

- **Legal Advice and Documentation:** Provide general clerical legal advice on various matters related to disputed matters, property management, compliance with relevant laws and regulations, and preparing and reviewing legal documents such as contracts and agreements.
 - **Assisting with court-related matters and attending court with the Principal Officer, Legal and Governance.**
 - **Eviction and Legal Proceedings:** Assist in coordinating with legal advisors and bailiffs
 - **Dispute Resolution:** Facilitate dispute management that may arise during the property management process, mediating conflicts between tenants and property owners, and handling any legal challenges.
 - **Cost Recovery and Financial Management:** Track and recover costs associated with the management and sale of properties, maintaining detailed records of expenses.
 - **Collaboration with Legal Advisors:** Facilitate clear communication and collaboration between FERU, the Director of Public Prosecutions (DPP), and other legal advisors.
 - **Collaboration with Partners:** Facilitate outcomes for the business in relations to Deceased Estates, Bankruptcy and Liquidations, working with Debt Collections and Field Services partners regarding client & enforcement matters.
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Who this role reports to

The Legal and Governance Officer reports to the Principal Officer, Legal & Governance.

Key Relationships/Stakeholders

- Provide legal support to the operational teams and leaders, including our strategic servicing partners in legal knowledge management, governance, policy, and risk functions.
 - Works closely with the FERU Leadership Team and Operational Leaders and from time to time the Crown Solicitor's Office, and Attorney-General's Department.
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Special Conditions

- Applicants will be required to undergo the appropriate and relevant employment screening assessment(s) required for this role in line with the department's Employment Screening Policy.
- This role requires:
 - Nationally Coordinated Criminal History Check
 - Working with Children Check
 - Security Clearance (including Baseline, Negative Vetting Level 1 or Level 2, Positive Vetting)
 - Other:
- Some out of hours work may be required. Intrastate and interstate travel may be required.
- The incumbent will be required to participate in the Departmental Performance Management Program.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department.

Essential Expertise

- A degree in law and admission as a legal practitioner in Australia is essential.
- Demonstrated ability to draft, review and manage legal documentation, including correspondence, agreements, notices and court related materials, ensuring accuracy, consistency and compliance.
- Experience providing practical, operational legal advice on disputed matters, compliance obligations and statutory processes.

Court, Enforcement & Proceedings Support

- Providing in-house legal support and guidance to FERU.
- Experience assisting with court and tribunal matters, including case preparation and attendance at court alongside Principal – Legal & Governance.
- Knowledge of enforcement and recovery processes, including coordination with bailiffs, legal advisors and enforcement partners, ensuring due process and procedural fairness.

Dispute Resolution & Case Management

- Demonstrated ability to support or facilitate dispute resolution, including managing sensitive or complex matters and contributing to fair, timely outcomes.
- Capacity to exercise sound judgement when balancing legal requirements, operational realities and customer circumstances.

Governance, Risk & Compliance

- Understanding of governance and compliance requirements in a regulated or high-accountability environment.
- Ability to identify, manage and escalate legal and regulatory risks, supporting continuous improvement and defensible decision-making.
- Familiarity with public-sector obligations such as the Code of Ethics, WHS legislation and risk management principles.

Collaboration & Stakeholder Engagement

- Supporting business continuity projects and proven ability to work collaboratively with operational teams, senior leaders and external stakeholders & partner agencies.
- Strong communication skills, with the ability to explain legal concepts clearly to non-legal audiences and support informed decision-making.

Working in a Reform Environment

- Experience operating in a dynamic or reform-focused environment, contributing positively to changes in systems, processes or ways of working. **OFFICIAL**

- Demonstrated ability to manage competing priorities and maintain momentum in a fast-paced operational working environment.

Desirable Expertise

- Experience working within recovery, enforcement, property, credit, regulatory or public-sector environments.
- Exposure to matters involving deceased estates, bankruptcy, insolvency or liquidation.
- Experience supporting cost recovery or financial tracking associated with legal, enforcement or property-related matters.
- Familiarity with working alongside or liaising with the Director of Public Prosecutions, Crown Solicitor's Office, or similar legal bodies.
- Experience contributing to process improvement, policy development or reform initiatives.
- Interest in behavioural drivers of compliance, customer-centred communication or modern regulatory practice.

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