

AMELIA HARTLEY

Legal Officer | Australian Public Service (EL1-EL2)

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PROFESSIONAL SUMMARY

Admitted lawyer with 3.5 years of experience providing legal advice, drafting and dispute support to Commonwealth agencies. Skilled in administrative law, public law, statutory interpretation, contracts and privacy. Experienced in managing matters, briefing counsel and giving clear, practical advice to non-lawyers. Admitted to practice in the ACT. Australian citizen, Baseline clearance eligible.

PROFESSIONAL EXPERIENCE

Legal Officer (EL1) Jan 2025 – Present

Attorney-General's Department, Canberra ACT

- ◆ Provide advice on administrative law, public law and statutory interpretation to policy and program areas.
- ◆ Manage a caseload of 40+ matters, including FOI, privacy and merits review, with strong client feedback.
- ◆ Draft legislative instruments, deeds and guidelines with policy teams.
- ◆ Brief counsel and represent the agency in tribunal proceedings.
- ◆ Supervise 2 junior lawyers and law graduates.

Legal Officer (APS 6) Sep 2023 – Dec 2024

Australian Government Solicitor, Canberra ACT

- ◆ Advised on procurement, contracts and grants for government clients.
- ◆ Prepared litigation documents, discovery and case chronologies.
- ◆ Reviewed decisions for legal risk and compliance with the Privacy Act 1988.
- ◆ Delivered training on legal risk to 120 staff.

Graduate Lawyer (APS 5) Mar 2023 – Aug 2023

Attorney-General's Department, Canberra ACT (Graduate Program)

- ◆ Researched legal issues and drafted advice for supervising lawyers.
- ◆ Reviewed contracts and maintained matter files.

EDUCATION

Juris Doctor; Graduate Diploma in Legal Practice

Australian National University, ACT – 2022

VOLUNTEERING

Volunteer Solicitor 2022 – Present

Canberra Community Legal Centre, ACT

- ◆ Provide free legal advice at weekly evening clinics.

KEY CAPABILITIES

- ◆ Administrative and public law
- ◆ Statutory interpretation
- ◆ Contracts and procurement law
- ◆ Privacy and FOI
- ◆ Legislative drafting
- ◆ Litigation and tribunal support
- ◆ Legal risk assessment
- ◆ Matter management
- ◆ Plain-English legal advice

TECHNICAL SKILLS

LEAP

Westlaw AU

LexisNexis

Microsoft Word

Excel

SharePoint

Content Manager

Microsoft Teams

KEY ACHIEVEMENTS

- ◆ Achieved successful outcomes in 90% of tribunal matters.
- ◆ Delivered legal risk training to 120 staff.
- ◆ Received a Legal Excellence Award, 2025.

TRAINING & CERTIFICATIONS

- ◆ Admitted to practice, Supreme Court of ACT
- ◆ Australian Government Legal Professional Development
- ◆ Administrative Law Workshop
- ◆ Privacy Law Update
- ◆ Legislative Drafting Course

WORK RIGHTS & AVAILABILITY

Australian Citizen

Baseline clearance eligible

Availability

4 weeks notice; Canberra based, hybrid or flexible

REFEREES

Available on request.