

Job and Person Specification

Title of Role: Solicitor

Remuneration Level: LEC1

Business Unit: Crown Solicitor's Office

Type of Appointment:

Division:

Position Number:

Job and Person Specification Approval

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DELEGATE

Primary Purpose

The primary purpose of the Solicitor, subject to close supervision, is to provide high quality legal advice and representation on matters of ordinary complexity to clients of the Crown Solicitor's Office.

Reporting Relationships

- Reports to the Executive Solicitor within section workgroup.

Key Relationships/Interactions

- LEC1 solicitors work closely with matter managers and their Executive Solicitors
- LEC1 Solicitors will develop relationships with client agencies
- All staff across sections of the Crown Solicitor's Office as necessary

Key Challenges

- Development of advocacy skills (if relevant to the role)
- Ability to work across diverse practice areas
- Contributing to the high-performance culture of the Crown Solicitor's Office consistent with the CSO "Our Culture and Behaviours" Policy (CSO Behaviours)
- Remaining resilient in responding to high demand and competing priorities.

Special Employment Conditions

- Some out of hours work will be required.
- Interstate and Intrastate travel may be required
- Solicitors may be assigned to duties at this level within any area of the Crown Solicitor's Office including outposts.
- Must currently possess or be eligible to obtain a practising certificate within South Australia.

AGD Conditions

- Participation in bi-annual performance review and development discussions;
- Actively participate in all mandatory training requirements;
- Abide by relevant legislation, the Code of Ethics for the South Australian Public Sector (the Code) and applicable AGD and CSO policies and procedures
- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory.



Flexible Working Arrangement Options

The South Australian public sector promotes diversity and flexible ways of working including part-time. You are encouraged to discuss the flexible working arrangements for this role. Flexible working arrangement options for this role may include:

- Part-time
- Job Sharing
- Work from home or other remote working arrangements.

Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Solicitor is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Conduct Legal Matters	<ul style="list-style-type: none"> • Conduct less complex litigious and non-litigious matters • Appear in the courts and tribunals of relevant jurisdictions as required • Fully and properly maintain electronic files on LawMaster in line with CSO's digital practice 	<ul style="list-style-type: none"> • Responds to and delivers outcomes in a timely manner with assistance as required • Appropriately represents the Crown as required • Other Solicitors are able to readily ascertain the history and current status of matters on LawMaster
Conduct Legal Research	<ul style="list-style-type: none"> • Research and prepare legal opinions and other written and oral advice on less complex matters of law 	<ul style="list-style-type: none"> • Prepares and provides appropriate opinions and advice with assistance as required
Prepare Legal Documentation	<ul style="list-style-type: none"> • Prepare court documents, affidavits, letters, contracts and other legal documents as relevant to the role 	<ul style="list-style-type: none"> • Accurately prepares appropriate documentation within timeframes
Maintain Client Relationships	<ul style="list-style-type: none"> • Contribute to client service excellence by responding to clients generally on various legal issues 	<ul style="list-style-type: none"> • Responds to and delivers quality outcomes in a timely and effective manner
Contribute to Culture	<ul style="list-style-type: none"> • Actively participate and contribute to responsible and safe work practices; • Embrace diversity and cultural differences in the workplace. • Enhance client satisfaction and staff engagement and wellbeing by behaving consistently with the CSO Behaviours 	<ul style="list-style-type: none"> • Work practices are safe and WHS legislation, policies and procedures are adhered; • Respectful behaviour observed when faced with diversity/differences in opinion. • Demonstrated implementation of behavioural expectations as per the CSO Behaviours



Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

Technical Expertise (Essential)	<ul style="list-style-type: none"> • Admitted, or eligible for admission, as a practitioner of the Supreme Court of South Australia • Experience in identification and assessment of legal issues • Ability to provide legal advice both orally and in writing • Legal document drafting skills • Computer software (Microsoft Word and Outlook) and research skills • Basic knowledge of several areas of law • Theoretical and practical understanding of litigious and non-litigious processes • Knowledge of the principles and practice of the WHS Act and Regulations 2012; the Equal Opportunity Act 1984; the PS Act 2009; the Code of Ethics for Public Sector employees and the principles of diversity appropriate to the requirements of the role • Knowledge of file management principles including within a digital practice environment.
Technical Expertise (Desirable)	<ul style="list-style-type: none"> • Experience working within a legal environment • Understanding of the operations of the South Australian Government • Understanding of judicial processes • Knowledge of the Crown Solicitor's Office and its operations • Knowledge of the requirements of the State Records Act 1997

Behavioural Capabilities

The AGD Performance Matrix describes the behaviours expected of AGD employees across various levels in the Department.

Descriptors below detail the behavioural capabilities required for performance in the role of Solicitor. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. This broader group of behaviours are applicable to your ongoing success in the role.

CSO staff are also required to demonstrate behaviours required by the CSO Behaviours.

Category and level	Behaviours
Strategic Focus (Foundational)	<ul style="list-style-type: none"> • Understands how own work contributes to goals and plans • Recognises how own work impacts on others • Shares awareness of potential problems and opportunities • Identifies risks within own work practices • Contributes to business planning • Is open to change and new approaches
Results Orientation (Foundational)	<ul style="list-style-type: none"> • Clarifies expectations and instructions from manager/supervisor and seeks assistance as required • Ensures progress is communicated with manager/supervisor • Pays attention to detail to ensure quality results • Follows due process to achieve outcomes • Delivers results by agreed timeframes • Actively contributes to continuous improvement • Reorganises work when priorities change



Service Delivery Excellence (Foundational)	<ul style="list-style-type: none"> • Shares capability and expertise to achieve outcomes • Adheres to performance requirements to achieve work outcomes • Effectively manages their own performance positively contributing to team performance • Provides clear, honest and timely feedback to others • Delivers high quality internal and external customer service • Is aware of financial responsibility and accountability • Accesses appropriate resources to achieve outcomes
Relationship Management (Operational)	<ul style="list-style-type: none"> • Develops existing working relationships and internal networks • Collaborates with relevant stakeholders • Makes an effort to understand others' perspectives, motives, agenda • Openly shares information and knowledge as appropriate • Takes into account the situation and audience and acts accordingly • Actively listens and communicates clearly • Effectively manages conflict and escalates when appropriate
Professional approach and drive (Operational)	<ul style="list-style-type: none"> • Demonstrates respect for others and high ethical standards • Maintains professionalism and confidentiality • Supports diversity and uses this to enhance outcomes • Looks for opportunities to engage in development activities • Seeks feedback and reviews own performance • Displays flexibility and adaptability • Remains positive and recovers quickly from setbacks • Ensures a focus on wellbeing for self and others and raises concerns where necessary

Acknowledged by
occupant

(Print name)

(Signature)

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Acknowledged by line
manager

(Print name)

(Signature & title)

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