

Job and Person Specification

Title of Role: Solicitor

Remuneration Level: LEC3

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 minimal supervision and direction and exercising their own judgement, is to provide high quality legal advice and representation on matters of ordinary complexity to clients of the Crown Solicitor's Office. The Solicitor provides assistance and advice to junior legal officers.

Reporting Relationships

- Reports to the Executive Solicitor within section workgroup.

Key Relationships/Interactions

- Executive and senior solicitors
- Junior solicitors to advise and assist as required
- All staff across sections of the Crown Solicitor's Office as necessary
- Client agencies

Key Challenges

- Ability to work across diverse practise areas
- Working with minimal supervision and direction in the provision of high quality and timely oral and written advice and representation on matters of ordinary complexity and sensitivity
- Assist client agencies in resolving legal problems of an ordinary complexity where they intersect with Government policy
- 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 (if relevant)

- 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 an unrestricted practicing 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 (Optional Insertion)

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 litigious and non-litigious matters; • Appear in the courts and tribunals of relevant jurisdictions as required • Assist with, or conduct negotiations on matters of sensitivity • Fully and properly maintain electronic files on LawMaster in line with CSO's digital practice 	<ul style="list-style-type: none"> • Consistently responds to and delivers outcomes in a timely manner, exercising initiative and judgement or with minimal assistance • 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 • Provide high quality written and oral advice to clients on matters of law 	<ul style="list-style-type: none"> • Consistently prepares and provides appropriate opinions and advice, exercising initiative and judgement or with minimal assistance
Prepare Legal Documentation	<ul style="list-style-type: none"> • Prepare legal documents requiring substantial original drafting • Prepare complaints and initiate documents for all proceedings 	<ul style="list-style-type: none"> • Accurately prepares substantial documentation within timeframes
Maintain Client Relationships	<ul style="list-style-type: none"> • Contribute to client services excellence by providing advice to clients on various legal issues 	<ul style="list-style-type: none"> • Responds to and delivers quality outcomes in a timely and effective manner
Provide Support to Staff	<ul style="list-style-type: none"> • Provide advice and assistance to junior solicitors 	<ul style="list-style-type: none"> • Responsive to the needs of staff



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
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Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

<p>Technical Expertise (Essential)</p>	<ul style="list-style-type: none"> • Admitted or eligible for admission as a practitioner of the Supreme Court of South Australia on an unrestricted practicing certificate. • Experience in identification and assessment of legal issues of an ordinary complexity subject to minimal supervision and direction • Experience in drafting of substantial legal documents • Computer software (Microsoft Word and Outlook) and research skills • Considerable experience in legal practice in general areas of the law • Experience in providing legal advice in the conduct of cases of ordinary complexity • Experience in the preparation and conduct of litigation (if relevant to the role) • 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.
<p>Technical Expertise (Desirable)</p>	<ul style="list-style-type: none"> • 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. Critical behaviours are highlighted in **bold**. This 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 (Tactical)	<ul style="list-style-type: none"> Actively promotes goals and strategic direction Ensures work goals are linked to the bigger picture Considers broader issues and political context when decision making Identifies trends, potential problems and opportunities and incorporates into plans Adopts and manages a balanced approach to risk aversion and risk taking Drives effective change Promotes creative and innovative thinking
Results Orientation (Tactical)	<ul style="list-style-type: none"> Develops plans with clear outcomes and provides direction on how to achieve these Is accountable for the delivery of quality, timely and cost effective results Reviews performance and seeks opportunities to implement continuous improvement Adopts a critically evaluative approach to solving problems Identifies opportunities to negotiate for improved outcomes Confidently makes decisions showing good judgement Effectively prioritises and re-negotiates tasks as needed
Service Delivery Excellence (Operational)	<ul style="list-style-type: none"> Uses capability and expertise of the workgroup to achieve outcomes Translates performance requirements into achievable outcomes. Effectively manages their own performance, managing (or influencing) the wider team performance Provides clear, honest and timely feedback to others including recognising high performance and addressing non-performance Identifies and delivers high quality internal and external customer service Considers financial responsibility, accountability and awareness Utilises available internal and external resources for optimal outcomes
Relationship Management (Tactical)	<ul style="list-style-type: none"> Represents the agency and public sector effectively in public and government forums Develops effective working relationships and internal and external networks Appropriately identifies and collaborates with relevant stakeholders Considers others' perspectives, motives, agenda



	<ul style="list-style-type: none"> • Proactively shares information and knowledge as appropriate • Tailors approach and communication style to suit the situation and audience • Actively listens and communicates in a clear and concise manner • Effectively identifies, manages and resolves conflict
Professional Approach and Drive (Tactical)	<ul style="list-style-type: none"> • Promotes a culture of respect and high ethical standards • Demonstrates and promotes professionalism and confidentiality • Promotes diversity and uses this to enhance outcomes • Seeks opportunities to strengthen areas for development • Seeks feedback on performance and engages in self reflection • Displays flexibility and adaptability • Remains positive and recovers quickly from setbacks • Promotes a high standard of wellbeing for self and others

Acknowledged by occupant _____ / _____ / _____
 (Print name) (Signature)

Acknowledged by line manager _____ / _____ / _____
 (Print name) (Signature & title)

