

Job and Person Specification

Title of Role: Senior Solicitor **Remuneration Level:** LEC4
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 Senior Solicitor is to provide high quality legal advice and representation on complex and sensitive matters to clients of the Crown Solicitor's Office without supervision or direction. The Senior Solicitor provides leadership and supervision to junior legal officers.

Reporting Relationships

- Reports to the Executive Solicitor within section workgroup.

Key Relationships/Interactions

- Executive Solicitors
- Junior solicitors to provide leadership and supervision
- All staff across sections of the Crown Solicitor's Office as necessary
- Client agencies

Key Challenges

- Without direct supervision, contribute to the legal work of the section by:
 - providing high quality and timely written and oral advice and representation to clients on complex and sensitive matters involving all areas of public law affecting the Crown
 - assisting client agencies and officers within those agencies to resolve complex legal problems 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 Senior Solicitor is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Manage Conduct of Complex and Sensitive Legal Matters	<ul style="list-style-type: none"> • Manage the conduct of matters • Conduct more complex litigious and non-litigious matters • Appear in the courts and tribunals of relevant jurisdictions as required • Conduct negotiations on matters of complexity and sensitivity • Fully and properly maintain electronic files on LawMaster in line with CSO's digital practice 	<ul style="list-style-type: none"> • Consistently achieves successful outcomes in a timely manner, exercising initiative and judgement • Appropriately represents the Crown as required • Appropriate outcomes negotiated in a timely manner • 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 more complex matters of law 	<ul style="list-style-type: none"> • Consistently prepares and provides appropriate opinions and advice, exercising initiative and judgement
Prepare Legal Documentation	<ul style="list-style-type: none"> • Prepare complex legal documents requiring substantial original drafting • Prepare complex complaints and initiating documentation 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"> • Settle the initiating documents and advice of junior solicitors • Provide leadership and advice to junior solicitors • Provide both positive and constructive, developmental feedback to junior employees in a timely manner. 	<ul style="list-style-type: none"> • Direction and support provided to staff • Staff aware of their own strengths and areas for development and have the knowledge to equip them to work to their areas of strength and develop their areas of weakness.
Drive Culture	<ul style="list-style-type: none"> • Pro-actively safeguard the health and wellbeing of staff by ensuring safe work practices are undertaken by self and others in the workplace; • Embrace and encourage 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"> • Pro-active measures are undertaken to adhere to and prevent injuries; • Work practices are safe and WHS legislation, policies and procedures are implemented; • Individual differences are encouraged and accommodated in the workplace. • 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 on an unrestricted practicing certificate. • Experience in identification and assessment of complex legal issues • Experience in drafting of substantial legal documents • Considerable knowledge of several areas of law • Significant experience in legal practice in general areas of the law • Computer software (Microsoft Word and Outlook) and research skills • Experience in providing legal advice using high level oral and written skills and in the conduct of complex cases • 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.
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Technical Expertise (Desirable)	<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.
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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 Senior 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 (Strategic)	<ul style="list-style-type: none"> • Develops concepts and ideas into clear strategies • Creates a shared sense of purpose towards achieving goals • Holds self and others accountable for quality, timely and cost effective results • Manages departmental performance and drives continuous improvement • Critically evaluates the problem in its entirety before identifying and implementing best possible solution • Utilises effective negotiation techniques to achieve mutually beneficial solutions • Makes informed and timely decisions during change/uncertainty • Makes complex decisions that require a high degree of judgement
Service Delivery Excellence (Tactical)	<ul style="list-style-type: none"> • Manages and develops capability and expertise of the workgroup to achieve outcomes • Sets clear performance standards that are linked to business unit outcomes • Effectively manages their own, individual and team performance • Provides clear, honest and timely feedback, including addressing non-performance promptly and recognising high performance • Supports continuous learning and the development of others • Demonstrates and ensures a strong focus on internal and external customer service • Promotes a culture of financial responsibility, accountability and awareness



	<ul style="list-style-type: none"> Effectively manages and coordinates resources for optimal outcomes
Relationship Management (Strategic)	<ul style="list-style-type: none"> Effectively advocates for the agency and the public sector in public and government forums Builds extensive effective working relationships, networks and partnerships Adopts and promotes a collaborative approach when working with internal or external stakeholders Seeks to understand others' perspectives, motives and agendas Models and promotes sharing of information and knowledge Adapts approach and communication style to suit the situation and audience Actively listens and communicates in a clear, concise and diplomatic manner Constructively manages and resolves conflict within and across areas
Professional Approach and Drive (Strategic)	<ul style="list-style-type: none"> Models and builds a culture of respect and high ethical standards Models professionalism and respects confidentiality Encourages diversity and uses this to enhance the objectives of the organisation Demonstrates an active commitment to ongoing development Actively seeks feedback and engages in critical self-reflection Demonstrates flexibility and adaptability Remains positive in the face of adversity and recovers quickly from setbacks Upholds and promotes a high standard of wellbeing for self and others

Acknowledged by
occupant

(Print name)

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Acknowledged by line
manager

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