

Job and Person Specification

Title of Role: Legal Officer

Remuneration Level: LEC1

Business Unit: Office of the Chief Executive

Type of Appointment: Term - 12 months

Division: Office of the Chief Executive

Position Number: M08441

Job and Person Specification Approval



.....19 / 09 / 2022

Primary Purpose

Provide high quality legal advice, Cabinet documents and correspondence for the Chief Executive, the Attorney-General and other senior members of the Attorney-General's Department (AGD).

Reporting Relationships

- Reports to the Special Counsel to the Chief Executive

Key Relationships/Interactions

- Chief Executive
- Executive Director, Legal & Legislative Services
- Attorney-General's Office

Key Challenges

- Working independently with limited direction
- Managing competing priorities
- Responding to changing demands

Special Employment Conditions

- Some out of hours work may be required
- Maintaining confidentiality of AGD, Ministerial and Cabinet information is critical to this role
- May be assigned elsewhere within AGD subject to relevant provisions

AGD Conditions

- Participation in half-yearly performance review and development process;
- Actively participate in all mandatory training requirements;
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code), relevant legislation and AGD policies and procedures including AGD People Expectations; and
- 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 or working from home.



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 Legal Officer is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Provide advice	<ul style="list-style-type: none"> • Providing timely and high quality legal advice and legal policy advice, including on Freedom of Information reviews, applications for exhumation licences and applications under Spent Conviction legislation. • Coordinating and drafting briefings and other legal policy documents for Parliament, Cabinet and the Minister, including for judicial appointments or current issues impacting the administration of justice. 	<ul style="list-style-type: none"> • Prepares accurate and appropriate advice, with assistance as required. • Response deadlines are met. • Records are managed in line with correct record management practices. • Confidentiality of matters is maintained.
Conduct legal research	<ul style="list-style-type: none"> • Conducting legal research and analysis and providing advice to the Minister, the Chief Executive or other senior members of Government • Preparing submissions, briefs and advice on complex legal policy issues • Researching justice policy development at the State and Commonwealth level 	<ul style="list-style-type: none"> • Accuracy and timeliness of written work. • Collaboration with the Crown Solicitor's Office, Executive Directors and other executives across the Department
Contribute to statutory reviews and compliance	<ul style="list-style-type: none"> • Maintaining register of legislative obligations on the Minister and the Department • Assisting in periodic or ad hoc statutory reviews • Preparing summaries of annual reports provided to the Minister from across the justice sector 	<ul style="list-style-type: none"> • Ensure legislative obligations are met • Assist reviewers (often retired judicial officers) to assess the operation of a statute or the function of an agency



Contribute to culture	<ul style="list-style-type: none"> Actively participate in and contribute to responsible and safe work practices Embrace diversity and cultural differences in the workplace. 	<ul style="list-style-type: none"> Work practices are safe and Work Health and Safety legislation, policies and procedures are adhered to Respectful behaviour is observed, particularly when faced with diversity or differences in opinion
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Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

Qualifications (Essential)	<ul style="list-style-type: none"> Admitted as a practitioner of the Supreme Court of South Australia.
Technical Expertise (Desirable)	<ul style="list-style-type: none"> Basic knowledge of several areas of the law, particularly administrative and criminal law. Interest in industrial relations and/or Aboriginal Affairs and Reconciliation. Understanding of the operations of the South Australian Government, including Cabinet and Parliament.
Personal Abilities and Skills	<ul style="list-style-type: none"> Demonstrated ability to work both autonomously and as a team member. Demonstrated ability to determine priorities, organise workload and meet deadlines. Demonstrated ability to think clearly and objectively about problems and to devise logical solutions. Demonstrated ability to use judgement and initiative in undertaking tasks. Demonstrated ability to produce written work which is appropriately researched and of a high standard. Ability to communicate effectively at all levels within the public and/or private sector. Demonstrated ability to be discreet when dealing with matters of a sensitive and confidential nature.

Behavioural Capabilities and AGD People Expectations

The AGD Performance Matrix describes the behaviours expected of AGD employees across various levels in the Department. All employees are also expected to behave in accordance with the AGD People Expectations of being self-aware, building trust and building teams.

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.



	Strategic Focus	Results Orientation	Service Delivery Excellence	Relationship Management	Professional Approach and Drive
Strategic	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
Tactical	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
Operational	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
Foundational	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism

Element	Behaviours
Supports strategic direction (Strategic focus)	<ul style="list-style-type: none"> Supports strategic direction and plans Communicates plans in practical terms to others Identifies and manages risk as appropriate and escalates as necessary Is sensitive to political drivers influencing priorities and decisions Actively participates in business planning Contributes to the drive for change and innovation Adapts quickly to changing and emerging priorities
Achieves and monitors own results (Results orientation)	<ul style="list-style-type: none"> Sets and communicates clear expectations around quality of work and timeframes Monitors progress towards achieving outcomes Takes responsibility for the delivery of quality and timely results Critically evaluates issues and ensures solutions are practical and achievable Prioritises workload effectively and negotiates deadlines where appropriate Measures performance and acts on opportunities for continuous improvement
Supports service delivery excellence (Service Delivery Excellence)	<ul style="list-style-type: none"> Identifies and raises awareness of trends, potential problems and opportunities Uses capability and expertise of the workgroup to achieve outcomes Identifies and delivers high quality internal and external customer service Utilises available internal and external resources for optimal outcomes. Contributes to a culture of financial responsibility, accountability and awareness 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 where relevant to their role.
Fosters working relationships (Relationship Management)	<ul style="list-style-type: none"> Effectively manages conflict and escalates when appropriate Consults and seeks the views of relevant stakeholders Develops effective working relationships and internal networks Shares information and knowledge as appropriate Takes into account the situation and audience Negotiates as necessary to achieve outcomes Actively listens and communicates clearly
Supports personal drive and professionalism (Professional Approach and Drive)	<ul style="list-style-type: none"> Promotes a culture of respect and high ethical standards Supports diversity and uses this to enhance outcomes Maintains professionalism and confidentiality when dealing with sensitive issues Constructively expresses own views and respects the views of others Is aware of risks and makes decisions accordingly Remains positive and recovers quickly from setbacks Adapts effectively to change Looks for opportunities to engage in development activities Seeks feedback and reviews own performance Ensures a focus on wellbeing for self and others and raises concerns where necessary



Employee

Print name

Signature

Date

Manager

Print name

Signature

Date

