



LE3 Solicitor Office of the General Counsel

ORGANISATIONAL OVERVIEW

South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. It is a large complex organisation which, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24 hour a day basis.

SAPOL's vision is to provide 'Safer Communities'. All SAPOL employees are guided by Our Values of Service, Integrity, Courage, Leadership, Collaboration and Respect. SAPOL is an organisation with a proud history and an exciting vision for the future.

POSITION OVERVIEW

Summary

The Governance and Capability Service supports the Commissioner of Police in managing SA Police by ensuring SAPOL has the appropriate governance and capability to fulfil its statutory charter, meet other government obligations, and satisfy community expectations. The Service plays a key role in supporting strategic thinking, determining strategic objectives, and upholding the organisation's vision and values to drive SAPOL's performance.

The Office of the General Counsel provides professional and cost effective legal advice to the Commissioner, Executive Leadership Team members and SAPOL members generally.

The Solicitor is accountable to the LE5 Managing Solicitor for the provision of legal advice which contributes to the quality and timeliness of operational and management decision making within South Australia Police (SAPOL).

Service

Integrity

Leadership

Collaboration

Courage

Respect



Special Conditions

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| Work Status | The incumbent must hold a current Australian work eligibility status and will be subject to a criminal history check. Incumbent may be assigned to other duties at this remuneration level or equivalent Strictest confidentiality must be maintained at all times and the successful applicant will be required to submit a PD254 Statement of Interests and obtain a Secret clearance |
| Location | Police Headquarters, 100 Angas Street, Adelaide |
| Qualifications | MUST have completed a degree in law and be admitted, or eligible for admission, as a practitioner of the Supreme Court of South Australia. |
| Out of Hours Work | Some out of hours work may be required. |
| Travel | Some intrastate and interstate travel may be required. |
| Performance Management | The incumbent is required to participate in SAPOL's iEngage program. |

Reporting / Working Relationships

The Solicitor reports to the LE5 Managing Solicitor, Office of General Counsel.

The incumbent will contribute to the quality and timeliness of operational and managerial decision making within the South Australia Police through the supervision and mentoring of solicitors and by providing legal and policy advice through and under the supervision of the General Counsel on issues referred to them for attention.

KEY OUTCOMES

The incumbent is accountable for:

- Providing legal advice through and under the supervision of the General Counsel on issues referred to him or her for attention.
- Managing legal issues predominantly relating to civil and administrative law matters and Coronial Inquests.
- When required, assuming the responsibilities of the LE4 Senior Solicitor in a relieving capacity providing support and professional supervision for junior professional staff within the Office, including the reviewing of legal opinion work.
- Providing instructions to, and liaising with, the Crown Solicitors Office and/or SAFA Insurance and any external counsel appointed to represent the interests of the Commissioner and SAPOL, and supporting those entities in their conduct of such matters.

- Advising on and attempting to resolve disputes and claims for compensation for those matters not referred to the Crown Solicitor.
- Providing legal assurance as to the validity of Commissioner's orders, instructions and circulars.
- Anticipating legal problems that may affect SAPOL and identifying deficiencies in its operations, policies and procedures, providing advice to prevent, lessen or remedy any issues identified, and supporting the implementation of those preventive and remedial actions.
- Presenting at internal departmental courses on legal issues affecting SAPOL and supporting the development of the legal content of such courses supporting the Legislative Review Unit in the preparation of departmental submissions for law reform and responses to draft legislation and reform initiatives emanating from outside SAPOL through the provision of legal advice and comment on the legal implications of such proposed reform for SAPOL.
- Representing SAPOL at conferences, meetings, and seminars (within the state and interstate when required) in relation to legal issues affecting SAPOL.
- Participating in alternative dispute resolution forums when appropriate.
- Contributing to the achievement of equal opportunity in employment and service delivery by identifying, eliminating and preventing discrimination and harassment to ensure high standards of performance in line with corporate strategies, equal opportunity policies, the Equal Opportunity Act 1984 and Public Sector Act 2009.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- A degree in law and admitted (or eligible for admission) as a practitioner of the Supreme Court of South Australia.
- Possession of an unrestricted practicing certificate.
- Proven ability to prepare well-researched and considered legal opinions with minimal supervision or direction.
- Experience in the examination and interpretation of statutes and regulations, and preparation of legal documents.

Desirable Characteristics

- Experience in supervising junior practitioners.
- Experience in a broad range of legal practice areas including in one or more of the following areas: civil claims and litigation, administrative law, employment and disciplinary matters, statutory interpretation, coronial inquests, and police powers including counter-terrorism legislation

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Actively contribute to SAPOL's commitment to being an inclusive workplace where everyone is safe, respected and supported to reach their potential by demonstrating inclusive behaviour and showing respect for diverse backgrounds, experiences and perspective.
- Demonstrate an understanding and commitment to **WH&S legislation**, principles and practices and risk assessment in accordance with the **WH&S Act (2012)**, regulations, approved codes of practice and AS/NZS ISO 31000:2018 Risk Management – Principles and Guidelines.