

# Executive Job and Person Specification

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| <b>Title of Role:</b> | Executive Solicitor      | <b>Remuneration Level:</b>  | SAES 1              |
| <b>Business Unit:</b> | Crown Solicitor's Office | <b>Type of Appointment:</b> | Executive (3 Years) |
| <b>Division:</b>      | Civil Litigation Section | <b>Position Number:</b>     |                     |
| <b>Approved by</b>    |                          | <b>Approval Date:</b>       |                     |

## Primary Purpose

The Executive Solicitor assists the Assistant Crown Solicitor, Civil Litigation Section, to lead the provision of high quality, client focussed legal advice and representation to Government clients in the area of civil litigation in an efficient and timely manner. The Executive Solicitor will be responsible for managing the work and performance of solicitors within the Section.

The Executive Solicitor will assist in the management and carriage of the practice of the Section and is accountable for the provision of leadership, management, performance management, professional development and digital practice within the Section.

The Executive Solicitor will manage and have the carriage of a civil litigation practice and will plan and coordinate the work of solicitors under his or her management. The Executive Solicitor will provide high level advice to Government including extensive liaison with Ministers and Executive Officers in Government Agencies and will oversee the conduct of complex and sensitive litigious matters.

## Job Environment

The Executive Solicitor is responsible for the conduct of sensitive and highly confidential legal matters and must exercise a high level of autonomy, discretion and judgment in order to deliver high quality legal services within a changing environment and with multiple and conflicting priorities.

The Executive Solicitor works directly with the Assistant Crown Solicitor and solicitors within the Civil Litigation Section to facilitate and provide high quality, timely, client focussed, practical and independent legal advice and representation on a range of complex and sensitive legal matters to the Attorney-General, Ministers and other SA Government clients.

The Executive Solicitor is responsible for management of solicitors and the carriage of litigation practices within the Civil Litigation Section and is accountable for the provision of leadership, performance management, professional development, and digital practice within the Section.



### Reporting Relationships

- Reports to the Assistant Crown Solicitor, Civil Litigation Section
- Facilitates and provides high quality and timely legal advice and representation to the Attorney-General, Ministers and other government clients in the area of civil litigation, including commercial litigation.
- Responsible for assisting and maintaining close and positive working relations with the Section's clients.

### Key Relationships/Interactions

- Responsible for maintaining close and positive working relations with client agencies
- Responsible for assisting to maintain close and positive working relations with the staff from various Sections of the Crown Solicitor's Office
- As part of the Civil Litigation management team, supervise and lead a team of professional staff.

### Key Challenges

- Works on complex and sensitive legal matters with whole of Government implications and manages a high volume of legal matters under tight deadlines.
- Develops and maintains a culture of client focussed service delivery and provides professional leadership.
- Effectively assists in the management of a trial and litigation practice, within resource and budget constraints, to deliver timely, efficient and effective legal services.
- Creates and maintains a positive culture.
- Promotes staff development, regular feedback and active performance management.

### Special Employment Conditions

- Out of hours work will be required during times of demand
- Some intra/interstate travel involving overnight absences may be required
- Eligibility to work as a legal practitioner in South Australia.

### AGD Conditions

- Participates in regular performance review and development;
- Actively participates in all mandatory training requirements;
- Abides by the standards in the Code of Ethics for the South Australian Public Sector (the Code), relevant legislation and AGD policies and procedures; and
- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory.



## Responsibilities

This Executive Job and Person Specification is not exhaustive and describes the type and nature of duties you may be required to perform. The Executive may be required to perform any duties commensurate with their classification level, skills, experience and qualifications.

The Executive Solicitor is responsible for:

| Key Responsibilities  | Specified Duties   | Performance Indicator/Measurement   |
|---|--|---|
| <p><b>Manage Conduct of Complex and Sensitive Legal Matters and key stakeholder relationships</b></p> | <ul style="list-style-type: none"> <li>Identifies existing and potential legal issues which may be of significance to Government and its agencies and develop strategies to effectively resolve them</li> <li>Practices in various areas of civil litigation including significant commercial disputes, personal injury claims (including those arising from the abuse of children in government care) and allegations of medical negligence</li> <li>Appearing as counsel in complex cases</li> <li>Provides high level legal advice to Government including liaison with Ministers, Ministerial advisers and Executives of Government Agencies.</li> <li>Promotes and facilitates client focussed and solution oriented service delivery.</li> </ul> | <ul style="list-style-type: none"> <li>Consistently achieves appropriate outcomes in a timely manner, exercising initiative and judgment</li> <li>Appropriately represents the Crown</li> <li>Appropriate outcomes negotiated in a timely manner</li> <li>Strong relationships formed with key stakeholders across Government.</li> <li>Legal advice is of high quality, is client focussed, addresses the client's legal issues in context and considers potential solutions to meet the client's needs and in a timely manner.</li> </ul> |
| <p><b>Conduct Complex Legal Research and Documentation</b></p>  | <ul style="list-style-type: none"> <li>Researches and prepares legal opinions.</li> <li>Provides high quality written and oral advice to solicitors and clients on highly complex matters of law.</li> <li>Prepares complex legal and court documents requiring substantial original drafting.</li> </ul>  | <ul style="list-style-type: none"> <li>Consistently prepares and provides appropriate opinions and advice, exercising initiative and judgment</li> <li>Accurately prepares substantial original documentation and court documents within appropriate timeframes</li> <li>Provides high quality and timely legal services, including on complex matters.</li> </ul>  |
| <p><b>Manages Staff</b></p>   | <ul style="list-style-type: none"> <li>Provides leadership and advice to solicitors</li> <li>Manages the performance of solicitors within the Section including providing feedback and conducting performance and development reviews</li> <li>Manages the work of solicitors within the Section, including</li> </ul>   | <ul style="list-style-type: none"> <li>Direction and support provided to staff</li> <li>Develops staff</li> <li>Section runs efficiently and harbours a positive work culture</li> <li>Performance review and development discussions held regularly and documented at least quarterly</li> </ul>   |



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|                                     | <p>planning and coordinating work, allocating files, settling work and supervising solicitors.</p> <ul style="list-style-type: none"> <li>• Assists to ensure that the Civil Litigation Section operates effectively and efficiently and that the allocation of caseloads is fair, equitable and in accordance with the skills and capacities of staff.</li> <li>• Assists to achieve best-practice leadership management and supervision of the Civil Litigation Section.</li> <li>• Supports a positive culture of continuous improvement, regular feedback and adaptation and that reflects the workplace as pleasurable, productive and satisfying for employees.</li> <li>• Manages adherence to digital work practices and fosters a culture of continuous electronic improvements.</li> </ul> | <ul style="list-style-type: none"> <li>• Achieves best practice leadership, management and supervision within the Civil Litigation Section.</li> <li>• Promotes a positive work culture.</li> <li>• Promotes regular feedback and performance management</li> </ul>  |
| <b>Deliver Strategic Priorities</b> | <ul style="list-style-type: none"> <li>• Leads and advances Agency and Whole of Government priorities as defined from time to time</li> <li>• Assists to achieve strategic decision making about the direction of the Section</li> </ul>   | <ul style="list-style-type: none"> <li>• Services or programs delivered in scope.</li> <li>• Strategic direction of the Section is known and practices undertaken to adhere to those plans.</li> </ul>   |
| <b>Resource Management</b>          | <ul style="list-style-type: none"> <li>• Manages recourses and risk</li> </ul>   | <ul style="list-style-type: none"> <li>• Expenditure authority not exceeded, sound use of resources</li> <li>• Funds used as approved by Chief Executive, with proper monitoring and program evaluation</li> <li>• Cost effectiveness of service delivery</li> </ul> |
| <b>Adherence to legislation</b>     | <ul style="list-style-type: none"> <li>• Within the areas under the control of the Executive Solicitor ensures the observance of Government requirements and the objectives, values, principles and standards in, or made under, the Public Sector Act</li> <li>• Satisfies obligations under the Public Finance and Audit Act 1987, Public Sector Act 2009 and Public Sector (Honesty and Accountability) Act 1995</li> </ul>   | <ul style="list-style-type: none"> <li>• Relevant Legislation and obligations adhered to at all times.</li> </ul>  |



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| <p><b>Drive Culture</b></p> | <ul style="list-style-type: none"> <li>• Pro-actively safeguards the health and wellbeing of staff by ensuring safe work practices are undertaken by self and others in the workplace</li> <li>• Embraces and contributes towards diversity and cultural differences in the workplace.</li> </ul> | <ul style="list-style-type: none"> <li>• Pro-active measures are undertaken to adhere to and prevent injuries;</li> <li>• Work practices are safe and Work Health and Safety legislation, policies and procedures are implemented;</li> <li>• Individual differences are encouraged and accommodated in the workplace.</li> </ul> |
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**Knowledge and Experience**

Technical expertise relevant to the role (qualifications, skills, knowledge and/or experience):

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|---|--|
| <p><b>Technical Expertise (Essential)</b></p> | <ul style="list-style-type: none"> <li>• Considerable experience as an admitted practitioner of the Supreme Court of a State or of the High Court of Australia.</li> <li>• Considerable experience and expertise at a senior level in the provision of complex legal advice and representation across the full range of the practice of the Civil Section as a whole including general, commercial and personal injury law.</li> <li>• Broad knowledge of statutes affecting the South Australian Government.</li> <li>• Currently admitted as a practitioner of the Supreme Court of South Australia and the High Court of Australia or eligible to be admitted.</li> <li>• Understanding and knowledge of the obligations of the Crown as a model litigant.</li> <li>• Outstanding oral and written communication skills and an ability to relate effectively to fellow professionals.</li> <li>• A successful record of performance in the preparation and conduct of litigious matters in all Courts and Tribunals.</li> <li>• Experience in providing leadership and supervision to legal officers</li> </ul> |
| <p><b>Technical Expertise (Desirable)</b></p> | <ul style="list-style-type: none"> <li>• Knowledge of the Crown Solicitor's Office and its operations.</li> <li>• Experience in providing advice and representation to Government Agencies</li> <li>• A successful record of performance in the preparation of trials and the supervision of the trial work of others.</li> <li>• High level digital skills and experience leading within an environment where practice management and work flow processes are digital by default.</li> </ul>  |



### Behavioural Competencies

Descriptors below provide the behavioural competencies required for performance in the Executive Solicitor based on the AGD Performance Matrix. These behaviours are applicable to your ongoing success in the role. KEY behaviours for this role are highlighted in **bold**. Executives are also required to demonstrate broader behaviours under each of these five elements, as determined in the South Australian Executive Service (SAES) *Competency Framework*.



| Element  | Behaviours   |
|--|--|
| <p><b>Shapes Strategic Thinking and Change</b></p>           | <ul style="list-style-type: none"> <li>• <b>Aligns strategies with the South Australian Government and Department's strategic plans</b></li> <li>• Continually reviews goals and plans to reflect changing priorities or conditions</li> <li>• <b>Anticipates risks and manages these accordingly</b></li> <li>• Operates within a whole of government context and considers multiple perspectives and agendas</li> <li>• <b>Seeks to gather and understand all critical information when planning and making decisions</b></li> <li>• Demonstrates effective and consistent decision making in an environment of ongoing change and uncertainty</li> <li>• Champions new initiatives and stimulates change</li> </ul>   |
| <p><b>Achieves Results</b></p>                               | <ul style="list-style-type: none"> <li>• Brings together concepts and ideas into clear strategies and translates them into concrete implementation plans</li> <li>• <b>Creates a shared sense of purpose towards achieving goals</b></li> <li>• <b>Holds self and others accountable for quality, timely and cost effective results</b></li> <li>• <b>Makes well informed effective and timely decisions even when information is incomplete and ambiguous</b></li> <li>• Makes complex decisions that require a high degree of judgement</li> <li>• Monitors performance and drives continuous improvement</li> </ul>   |
| <p><b>Drives Business Excellence</b></p>                     | <ul style="list-style-type: none"> <li>• <b>Anticipates and plans for future events, trends, problems and opportunities</b></li> <li>• Builds and manages capability and expertise of the workforce to achieve organisational goals</li> <li>• Models and promotes a customer service ethos</li> <li>• <b>Astutely allocates resources for optimal short and long term outcomes.</b></li> <li>• Models a culture of financial responsibility, accountability and awareness</li> <li>• <b>Sets clear performance standards that are linked to organisational outcomes.</b></li> <li>• <b>Develops the ability of others to effectively manage their own, individual and team performance and contribute to the organisation</b></li> <li>• Promotes continuous learning and the development of others to achieve maximum individual and organisational potential.</li> </ul>  |
| <p><b>Forges Relationships and Engages Others</b></p>        | <ul style="list-style-type: none"> <li>• <b>Effectively advocates for the agency and the public sector in public and government forums</b></li> <li>• <b>Constructively manages and resolves conflict within and across areas.</b></li> <li>• Holds a clear understanding of the political context and acts accordingly</li> <li>• Adopts and promotes a collaborative approach when working with internal or external stakeholders</li> <li>• <b>Builds extensive effective working relationships, networks and partnerships</b></li> <li>• Models and promotes sharing of information and knowledge</li> <li>• Adapts approach and communication style to suit the situation and audience</li> <li>• Utilises effective negotiation techniques to achieve mutually beneficial solutions</li> <li>• Actively listens and communicates in a clear, concise and diplomatic manner</li> </ul>  |
| <p><b>Exemplifies Personal Drive and Professionalism</b></p> | <ul style="list-style-type: none"> <li>• Models and builds a culture of respect and high ethical standards</li> <li>• <b>Provides impartial and constructive advice and clearly voices professional opinion where necessary</b></li> <li>• Effectively deals with difficult or controversial issues</li> <li>• Willing to embrace risk in decision making</li> <li>• Encourages diversity and uses this to enhance the objectives of the organisation</li> <li>• <b>Models professionalism and confidentiality when dealing with sensitive issues</b></li> <li>• Models and remains positive under adversity and recovers quickly from setbacks</li> <li>• Demonstrates adaptability in dealing with change</li> <li>• <b>Demonstrates an active commitment to ongoing development</b></li> <li>• Actively seeks feedback and engages in critical self-reflection</li> <li>• <b>Upholds and promotes a high standard of wellbeing for self and others</b></li> </ul> |

