

Job and Person Specification

Title of Role:	Executive Director, Legal and Legislative Services	Remuneration Level:	SAES 2
Business Unit:	Office of the Chief Executive	Type of Appointment:	Executive (<3 Years)
Division:		Position Number:	

Job and Person Specification Approval

..... 25/05/2026

CAROLINE MEALOR

Chief Executive, Attorney-General's Department

Primary Purpose

The Executive Director, Legal and Legislative Services provides expert advice to the Chief Executive and the Attorney-General and contributes to the corporate and strategic direction of the Attorney-General's Department (AGD) through membership of the Executive Management Group (EMG).

The Executive Director, Legal and Legislative Services ensures a strong and productive connection with legal services entities in AGD and contributes to the development and implementation of corporate policies and programs, to ensure the attainment of organisational goals and objectives.

The Executive Director, Legal and Legislative Services works collaboratively with all divisions within AGD and the broader justice sector to ensure legal and operational imperatives are achieved in justice reform initiatives of the Attorney-General.

The Executive Director, Legal and Legislative Services oversees a high performing Legislative Services unit which provides specialist legal advice, develops and reviews proposals affecting legislation committed to the Attorney-General.

Job Environment

The Executive Director, Legal and Legislative Services is required to work with the Chief Executive, Attorney-General, other Ministers and Government Departments on a range of legal policy matters, and legislative changes and justice reform initiatives.

Reporting Relationships

- Reports directly to the Chief Executive
- Direct reports: Director, Legislative Services, Director, State Redress Response Unit, Director, Industrial Relations and Policy (IRAP), Parliamentary Counsel.
- Administrative oversight of the Crown Solicitor's Office, the Office of the Director of Public Prosecutions, the South Australian Civil and Administrative Tribunal, the South Australian Employment Tribunal and the Judicial Conduct Commissioner.

Key Relationships/Interactions

- Chief Executive
- AGD Executive Management Group
- Director Legislative Services, Director IRAP, Director State Redress Response Unit
- Crown Solicitor
- Director of Public Prosecutions
- Registrars of SAET and SACAT
- Judicial Conduct Commissioner
- Ministers
- Other Justice agency heads; and
- Stakeholders across State and Commonwealth governments.

Key Challenges

- Devising unique solutions and formulating, expressing and implementing high-level Government policy;
- Leading the delivery of consistent and high quality legal and legal policy advice and drafting services to the Chief Executive and Ministers;
- Improving outcomes, service delivery, and streamlining process in a challenging financial environment;
- Strategic thinking and planning skills to support the effective delivery of services and achievement of proposed outcomes.

Special Employment Conditions (if relevant)

- Out of hours work will be required during times of demand.
- Some intra/interstate travel involving overnight absences may be required.

AGD Conditions

- Effectively embed AGD People and Leadership Expectations into all actions, activities and work processes.
- Participate in regular performance review and development, including bi-annual Performance Development Plan (PDP) reviews
- 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; 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 Director, Legal and Legislative Services, is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Leadership	<ul style="list-style-type: none"> • Consistently act as a role model and display constructive behaviours in line with AGD's leadership expectations of self-awareness, building trust, and building teams. • Actively seek feedback on personal performance and engage in critical self-reflection. • Identify and undertake personal professional development, 	<ul style="list-style-type: none"> • Feedback on performance from direct reports, peers and leaders is positive. • Regular one on one meetings with direct reports are conducted. • Regular leadership development is undertaken. • Performance issues, both technical and behavioural, are addressed in a timely and effective manner.



	<p>including development activities to enhance leadership skills.</p> <ul style="list-style-type: none"> • Set and uphold clear behavioural standards for all leaders to create a work environment where staff can perform at their best. • Establish and maintain effective relationships with staff, including being approachable, providing guidance on work-related matters and managing conflict where necessary. • Provide leadership, professional direction and guidance to employees to develop and maintain the Division's strategic direction • Identify and remove barriers to employee performance • Shape an effective, sustainable and high performing Division • Proactively manage operational leadership requirements such as recruitment processes, leave requests, timewise entries and other compliance related activities. 	<ul style="list-style-type: none"> • Professional Development Plans for direct reports are completed in a timely fashion. • Demonstrate SAES values and Public Sector Values • Agreed service standards for quality, consistency and timeliness are met or exceeded • Complex people matters are resolved
<p>Deliver Strategic Priorities</p>	<ul style="list-style-type: none"> • Lead and advance Agency and Whole of Government priorities as defined from time to time. • Initiate, lead, and implement the strategic and business planning functions • Monitor the delivery of outcomes consistent with Strategic and Business Plans • Contributes to the corporate objectives and strategic direction of the Department. 	<ul style="list-style-type: none"> • Resource effort is directed to achieving strategic goals. • Services or programs delivered in scope • Strategic business plan developed
<p>Provide advice</p>	<ul style="list-style-type: none"> • Provide stakeholders with high quality legislative and associated legal advice • Ensure thorough scrutiny of legislative output • Advise on relevant implications including effective administration and operation of draft legislation • Manage the level of assistance provided by legal officers to other Ministers and Government Departments with respect to legal policy and law reform issues • Advise Ministers, Members of Parliament and departmental officers on existing and proposed legislation 	<ul style="list-style-type: none"> • Quality and timeliness of legal advice • A high level of consistency obtained in legal advice • Accurate legal advice • A high level of customer/client satisfaction, in provision of support to the Attorney-General and other Ministers



<p>Manage work relationships</p>	<ul style="list-style-type: none"> • Constructive and productive relationships are forged and maintained with Internal stakeholders and external stakeholders • Promotes information sharing and the gathering of knowledge • Maintain a communications style and approach that builds trust and confidence. 	<ul style="list-style-type: none"> • Communication and engagement strategies developed and implemented • Positive feedback from stakeholders and customers • Strong relationships are established
<p>Manage resources</p>	<ul style="list-style-type: none"> • Allocating and managing resources consistent with the current and emerging workloads of the Division and within budget • Managing and monitoring the Division's performance, identifying trends and providing relevant recommendations • Accountable for the development and implementation of appropriate and responsible governance, structural and resource arrangements 	<ul style="list-style-type: none"> • Expenditure authority not exceeded, sound use of resources • Funds used as approved by Chief Executive, with proper monitoring and program evaluation • Cost effectiveness of service delivery
<p>Drive Culture</p>	<ul style="list-style-type: none"> • Support a culture that promotes the workplace as productive and satisfying for employees • Proactively 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 • Exemplify a culture of professionalism and confidentiality 	<ul style="list-style-type: none"> • Active participation in and contribution to responsible and safe work practices • Work practices are safe and WHS legislation, policies and procedures are implemented • Individual differences are encouraged and accommodated in the workplace.
<p>Adherence to legislation</p>	<ul style="list-style-type: none"> • Within the areas under the control of the Executive ensuring the observance of Government requirements and the objectives, values, principles and standards in, or made under, the Public Sector Act; 	<ul style="list-style-type: none"> • Obligations are satisfied

Knowledge and Experience

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

<p>Technical Expertise (Essential)</p>	<ul style="list-style-type: none"> • A tertiary qualification in Law is essential. • Must be currently admitted as a practitioner of the Supreme Court of South Australia or eligible to be admitted. • Experience in providing leadership to, and supervision of, legal practitioners and administrative staff in a high workload, legal professional environment. • High level experience in the provision of advice and representation in relation to legal policy, law reform and justice and knowledge of early intervention strategies that contribute to the achievement of community safety and resilience. • Ability to provide high level advice on the overall impact of legislative change proposals and programs. • Understanding of stakeholder and community expectations of broader justice system outcomes. • Demonstrated ability to respond quickly and effectively to changes in policy objectives and legislative priorities. • Sound knowledge of key policy issues in the administration of justice, including legal procedures, law enforcement, legal aid, individual liberties and human rights. • Sound knowledge of cabinet and parliamentary procedures. • The ability to apply risk management principles and guidelines.
<p>Technical Expertise (Desirable)</p>	<ul style="list-style-type: none"> • Experience in development and passage of legislation. • Broad knowledge of legislation affecting the South Australian government and its authorities.

Behavioural Competencies

Descriptors below provide the behavioural competencies required for performance in The Executive Director – Legal and Legislative Services, 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>Shapes Strategic Thinking and Change</p>	<ul style="list-style-type: none"> • Aligns strategies with the South Australian Government and Department's strategic plans • Continually reviews goals and plans to reflect changing priorities or conditions • Anticipates risks and manages these accordingly • Operates within a whole of government context and considers multiple perspectives and agendas • Demonstrates effective and consistent decision making in an environment of ongoing change and uncertainty • Champions new initiatives and stimulates change
<p>Achieves Results</p>	<ul style="list-style-type: none"> • Brings together concepts and ideas into clear strategies and translates them into concrete implementation plans • Holds self and others accountable for quality, timely and cost-effective results • Makes well informed effective and timely decisions even when information is incomplete and ambiguous • Makes complex decisions that require a high degree of judgement • Monitors performance and drives continuous improvement



Element	Behaviours
<p>Drives Business Excellence</p>	<ul style="list-style-type: none"> • Anticipates and plans for future events, trends, problems and opportunities • Builds and manages capability and expertise of the workforce to achieve organisational goals • Sets clear performance standards that are linked to organisational outcomes.
<p>Forges Relationships and Engages Others</p>	<ul style="list-style-type: none"> • Effectively advocates for the agency and the public sector in public and government forums • Constructively manages and resolves conflict within and across areas. • Holds a clear understanding of the political context and acts accordingly • Adopts and promotes a collaborative approach when working with internal or external stakeholders • Builds extensive effective working relationships, networks and partnerships • Utilises effective negotiation techniques to achieve mutually beneficial solutions
<p>Exemplifies Personal Drive and Professionalism</p>	<ul style="list-style-type: none"> • Models and builds a culture of respect and high ethical standards • Provides impartial and constructive advice and clearly voices professional opinion where necessary • Effectively deals with difficult or controversial issues • Willing to embrace risk in decision making • Encourages diversity and uses this to enhance the objectives of the organisation • Models professionalism and confidentiality when dealing with sensitive issues • Demonstrates adaptability in dealing with change • Upholds and promotes a high standard of wellbeing for self and others

