


Job and Person Specification

Title of Role:	Ministerial Liaison Officer	Remuneration Level:	LEC3
Business Unit:	Minister's Office	Type of Appointment:	Term
Division:	Finance People and Performance	Position Number:	P14385

Approval


19 / 1 / 2026

Delegate *Date*

Primary Purpose

The Ministerial Liaison Officer is responsible for the provision of a comprehensive research, analysis, and policy service within the Attorney-General's Office (AGO). The role requires preparation and review of complex documentation that may relate to specialised and/or politically sensitive duties. The role works under minimal supervision and is responsible for the supervision of a graduate lawyer.

Reporting Relationships

- Reports to the Chief of Staff through the Office Manager

Key Relationships/Interactions

- Ministers, Chief of Staff, and staff in the various Ministerial Offices
- Range of other stakeholders, including Executive and senior management and staff within the Department, management, and staff in other Government agencies.

Key Challenges

- Maintaining high quality output while managing high volumes of work within tight deadlines, often in an environment of conflicting priorities within limited supervision
- Working with some supervision within the office of the Attorney-General
- Assuming a high level of responsibility for the advice and support provided to the Attorney-General for their consideration and decision

Special Conditions

- Some out of hours work may be required
- Applicants must be admitted or eligible for admission as a practitioner of the Supreme Court of South Australia and have at least five years post admission experience.
- Must currently possess or be eligible to obtain an unrestricted practicing certificate within South Australia
- A flexible approach to leave in relation to fellow workers.

AGD Conditions

- Participation in quarterly performance review and development.
- Actively participate in all mandatory training requirements.
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code).
- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory.

Responsibilities

This Job and Person Specification provides an indication of the type of duties you and your role 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. Specifically, the Ministerial Liaison Officer is responsible for the following duties:



Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Liaison between the AGO and the Department	<ul style="list-style-type: none"> • Provide effective and efficient communication between the Attorney-General's Office, the Department and other ministerial officers and agencies. • Ensure all relevant files (advice from Solicitor-General, Crown Solicitor, DPP) and correspondence (from judicial officers and other legal stakeholders) are assessed and summarised for the Attorney-General having regard to legal and political issues and sensitivities. 	<ul style="list-style-type: none"> • Ensure communication needs are met and that effective links are fostered and maintained • Positive feedback from relevant stakeholders.
Provide advice to the Attorney-General's Office on Complex and Sensitive Legal Matters	<ul style="list-style-type: none"> • Provide high quality written and oral advice to the Attorney-General on discrete matters of law. • Provide legal advice on legal policy, law reform, legislative and associated matters including highly complex and sensitive matters. • Undertake confidential and sensitive research and inquiries at the request of the Attorney-General or the Chief of Staff and assist the Ministerial and policy staff. 	<ul style="list-style-type: none"> • A high level of relevance, accuracy and consistency demonstrated in legal advice • Timely and accurate legal advice provided • High level of customer/client satisfaction in provision of support as observed and reported by the Chief of Staff and Office Manager
Provision of Advice	<ul style="list-style-type: none"> • Provide advice on matters relating to the flow of information between the Department and the Attorney-General's Office, including material associated with Government/Parliamentary processes (such as Ministerial Reports, briefings etc.) • Ensure the Attorney-General's Office operates efficiently and effectively by responding to telephone calls from the public, electoral offices and other agencies and providing prompt, helpful and accurate information in relation to a broad range of matters. • Keep abreast of current legal affairs in South Australia and nationally. 	<ul style="list-style-type: none"> • High level accurate advice, in various forms to address new and/or emerging issues • High quality service delivery
Assist in the Attorney-General's preparation for Parliamentary sitting days and Cabinet	<ul style="list-style-type: none"> • Ensure that the Attorney-General has access to appropriate, accurate and timely materials for presentation to Parliament. 	<ul style="list-style-type: none"> • Information prepared to quality standards expected by the Attorney-General's Office
Prepare and review Ministerial documentation	<ul style="list-style-type: none"> • Prepare and review Ministerial documentation (such as replies to Parliamentary Questions, Ministerial Statements, legislation, executive reports, submissions and correspondence, and reports on technical matters.) • Draft response letters to correspondence from the public, other government departments and Members of Parliament. 	<ul style="list-style-type: none"> • Written documentation prepared with limited supervision to quality standards set by the Attorney-General's Office



Technical Expertise

<p>Technical Expertise (Essential)</p>	<ul style="list-style-type: none"> • Admitted or eligible for admission as a practitioner of the Supreme Court of South Australia • Demonstrated experience in researching, analysing and the drafting of legal documents • Well developed, clear and concise written and verbal communication skills • Ability to work within short timeframes and tight deadlines whilst demonstrating high attention to detail. • Good organisational and general administrative skills • Skills and experience to enable the identification and analysis of problems and issues and to provide, discuss or recommend practical solutions • Expertise in effective use of the Microsoft suite of software applications and records management systems • Ability to positively engage and influence appropriately when required • Experienced in undertaking research and providing reports that may include, where required, references to appropriate options, risks, and recommendations • Knowledge of South Australian political processes • Proven ability to maintain confidentiality, with high levels of personal integrity • Experience in providing legal advice using high level oral and written skills and in the conduct of cases involving public law • Working knowledge of the Public Sector Act 2009, Public Sector Regulations 2025, the Code of Ethics for the South Australian Public Sector and the principles of discrimination, equal opportunity, and diversity appropriate to the requirements of the role • Knowledge of file management principles
<p>Technical Expertise (Desirable)</p>	<ul style="list-style-type: none"> • Understanding of the operations of the South Australian Government • Understanding of judicial processes • Knowledge of internal AGD legal operations and services • Knowledge of the requirements of the <i>State Records Act 1997</i> in relation to filing, storage and archiving of documents • Experience in the use of Objective Browser or Objective Navigator

Qualifications, Skills, Knowledge and Experience relevant to the role

Behavioural Capabilities

Descriptors below detail the behavioural capabilities required for performance in the Solicitor. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. These behaviours have been drawn from a larger number of relevant behaviours in AGD's Performance Matrix. This broader group of behaviours are applicable to your ongoing success in the role.

Category and level	Behaviours
<p>Strategic Focus (Tactical)</p>	<ul style="list-style-type: none"> • Translates strategies and goals into achievable plans • Ensures work goals are linked to the bigger picture • Adopts and manages a balanced approach to risk aversion and risk taking • Considers the broader political environment and context when decision making • Sets aside time to engage in forward planning for his/her area of responsibility • Promotes creative and innovative thinking



Category and level	Behaviours
Results Orientation (Tactical)	<ul style="list-style-type: none"> • Is accountable for the delivery of quality, timely and cost-effective results • Critically evaluates the problem in its entirety before identifying and implementing best possible solution • Confidently makes decisions showing good judgement • Effectively prioritises and re-negotiates tasks as needed • Reviews performance and seeks opportunities to implement continuous improvement
Service Delivery Excellence (Tactical)	<ul style="list-style-type: none"> • Promotes and ensures a strong focus on internal and external customer service • Effectively manages their own, individual and team performance and contribute to the business unit • Provides leadership and support for those they manage in dealing with staff performance issues.
Relationship Management (Tactical)	<ul style="list-style-type: none"> • Effectively identifies, manages and resolves conflict • Maintains awareness of the political context and acts accordingly • Develops effective working relationships and internal and external networks • Appropriately identifies and collaborates with relevant stakeholders • Shares information and knowledge • Actively listens and communicates in a clear and concise manner
Professional approach and drive (Tactical)	<ul style="list-style-type: none"> • Builds a culture of respect and high ethical standards • Promotes diversity and uses this to enhance outcomes • Demonstrates and promotes professionalism and confidentiality when dealing with sensitive issues • Willing to put own views forward and challenges opposing views in a respectful manner • Identifies and considers risk in decision making • Remains positive and recovers quickly from setbacks • Seeks opportunities to strengthen areas for development • Seeks feedback on performance and engages in self reflection

Acknowledged by occupant _____ / /
 (Print name) (Signature)

Acknowledged by line manager _____ / /
 (Print name) (Signature & title)

