

# Executive Job and Person Specification

<b>Title of Role:</b>	Executive Solicitor	<b>Remuneration Level:</b>	SAES 1
<b>Business Unit:</b>	Commercial, Environment & Native Title (CENT) Section	<b>Type of Appointment:</b>	Executive 3 Years
<b>Division:</b>	AGD, CSO	<b>Position Number:</b>	M06859
<b>Approved by</b>	Lucinda Byers, Crown Solicitor	<b>Approval Date:</b>	

## Primary Purposes

The Executive Solicitor assists the Assistant Crown Solicitor, CENT, to lead the efficient and timely provision of high quality, client-focussed legal service to Government clients in the area of property law.

The Executive Solicitor will manage and have the carriage of a property law and conveyancing practice involving the provision of excellent legal and conveyancing service to Government agencies and will plan and coordinate the work and development of solicitors and conveyancers under their management.

Consistent with broader strategic direction for the Section and the CSO, the Executive Solicitor is responsible for setting, communicating and implementing sustainable priorities for the practice area, and the associated allocation of work consistent with those priorities, including the proactive and strategic use of private solicitors (by facilitating the Crown Solicitor's approval of such engagements under Treasurer's Instruction 10) where appropriate.

## Job Environment

The Executive Solicitor is part of the Section management group and as such contributes to the management of the Section and the CSO, collaboratively and adopting a team-oriented approach.

The Executive Solicitor is responsible for the management of solicitors and conveyancers within the property and conveyancing practice group and the carriage and supervision of property law and conveyancing matters within the CENT Section.

The Executive Solicitor is accountable for the provision of effective leadership of the property and conveyancing practice group, which includes providing strategic priorities and direction, undertaking active professional development and performance management, and implementing consistent digital practices, consistent with the priorities for and practices of the Section and the CSO.

The Executive Solicitor will model the AGD and CSO Leadership Expectations and the highest standards of professionalism, integrity and behaviour.

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 is responsible for matter management and supervision of practitioners with the



conduct of property law and conveyancing matters.

The Executive Solicitor is required to collaborate with colleagues from across the Crown Solicitor's Office to facilitate the best outcomes for SA Government clients and CSO staff.

## Reporting Relationships

- Reports to the Assistant Crown Solicitor, CENT Section.

## Key Relationships/Interactions

- Facilitate and provide high quality, client focussed and timely legal advice and representation to the Attorney-General, Ministers and other SA Government agencies.
- Responsible for assisting in maintaining close and positive working relations with clients, relevant private practitioners (approved under T110) and other Sections of the CSO.
- Supervise, manage and lead a team of professional staff in the Section.

## Key Challenges

- Working on complex and sensitive legal matters with whole of government implications and managing legal matters under tight deadlines.
- Developing and maintaining a culture of client-focussed service delivery.
- Developing and maintaining a positive work environment within CSO which promotes staff engagement and wellbeing.
- Assisting to manage the delivery of timely, efficient and effective legal services within resource and budget constraints by developing, communicating and implementing a sustainable plan for the current and future priorities of the practice group, consistent with broader Section and whole of CSO strategic direction.
- Promoting staff development via regular feedback and active performance management.
- Promoting and building trust and building teams in accordance with the AGD and CSO Leadership Expectations.
- Building self awareness and reflecting on development needs and goals in accordance with the AGD and CSO Leadership Expectations.
- Promoting and modelling the highest standards of professionalism, integrity and behaviours.

## Special Employment Conditions (if relevant)

- **Police Check:** Appointment to this position will be subject to a satisfactory police check.
- **Work Status:** Eligibility to work as a legal practitioner in South Australia.
- **Location:** 10 Franklin St Adelaide.
- **Hours of work:** Out of hours work will be required during times of demand.
- **Travel:** Some intra/interstate travel involving overnight absences may be required.

**AGD Conditions**

- Actively participate in regular performance review and development, including to identify and implement areas for development.
- Actively participate in 360 and other informal surveys conducted to obtain feedback on performance as required from time to time, including to liaise with the Assistant Crown Solicitor to review feedback, and identify and implement areas for 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), relevant legislation and AGD policies and procedures.
- 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 Solicitor may be required to perform any duties commensurate with their classification level, skills, experience and qualifications.

The Executive Solicitor is responsible for:

<b>Key Responsibilities</b>	<b>Specified Duties</b>	<b>Performance Indicator/Measurement</b>
<b>Manage Conduct of Complex and Sensitive Legal Matters and Key Stakeholder Relationships</b>	<ul style="list-style-type: none"> <li>• Identifying existing and potential legal issues which may be of significance to Government and developing strategies to effectively resolve them.</li> <li>• The role will include providing high level advice to Government including to Ministers, their advisers and Chief Executives.</li> <li>• Represents Government in complex negotiations and/or court proceedings.</li> <li>• Promotes and facilitates timely, efficient, 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 in a timely manner.</li> </ul>
<b>Conduct Complex Legal Research and Documentation</b>	<ul style="list-style-type: none"> <li>• Preparing complex legal documents requiring substantial original drafting.</li> <li>• Providing high quality written and oral advice on complex matters of law.</li> <li>• Researching and preparing legal opinions.</li> </ul>	<ul style="list-style-type: none"> <li>• Accurately prepares substantial original documentation within timeframes.</li> <li>• Provides high quality and timely legal services, including on complex matters exercising initiative and judgment.</li> <li>• Prepares and provides appropriate opinions and advice, exercising initiative and judgment.</li> </ul>
<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>• Assists to achieve best-practice leadership management and supervision of the Section.</li> </ul>	<ul style="list-style-type: none"> <li>• Achieves best practice leadership, management and supervision within the Section.</li> <li>• Direction and support provided to</li> </ul>

	<ul style="list-style-type: none"> <li>• Engages in strategic thinking and planning in relation to the practice area and Section.</li> <li>• Provides leadership and advice to senior and junior solicitors</li> <li>• Manages the performance of solicitors and conveyancers within the Section including providing regular feedback, holding regular one on one discussions, conducting performance and development reviews and actively managing performance issues.</li> <li>• Manages the work of staff within the Section, including planning and coordinating work, allocating files, understanding staff capacity, proactively and strategically using private solicitors approved under TI10.</li> <li>• Settles work and supervises staff.</li> <li>• Ensures the Section operates effectively and efficiently and that the allocation of file loads is fair and in accordance with the skills, capacities and development needs of staff.</li> <li>• Supports a positive culture of continuous improvement and regular feedback that reflects the workplace as pleasurable, productive and satisfying for employees.</li> <li>• Takes into considerations the needs and requirements of the entire Section when managing staff and provides developmental opportunities to employees across the Section and Office where possible.</li> <li>• Manages adherence to digital work practices and fosters a culture of continuous electronic improvements.</li> <li>• Promotes transparent decision making and regular and transparent communication.</li> <li>• Actively promotes trust.</li> <li>• Actively develops team members, team culture and morale.</li> <li>• Actively engages in self-reflection and considers and acts on feedback.</li> </ul>	<p>staff.</p> <ul style="list-style-type: none"> <li>• Develops staff.</li> <li>• Promotes and gives regular feedback and conducts regular one on one discussions and active performance management in line with CSO Leadership Expectations.</li> <li>• Understands staff capabilities and capacity and considers in allocation of matters.</li> <li>• Develops and applies a plan for the strategic pro-active use of private solicitors approved under TI10.</li> <li>• Section and group runs efficiently and fosters a positive work culture.</li> <li>• Performance Review and Development discussions held regularly and documented as required.</li> <li>• Needs and requirements of the Section and Office are addressed holistically.</li> <li>• Models and upholds use of digital practices.</li> <li>• Models good and transparent decision making and practices regular, open communication.</li> <li>• Demonstrated modelling of and compliance with AGD and CSO Leadership Expectations.</li> </ul>
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<p><b>Deliver Strategic Priorities</b></p>	<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 and practice area is known and practices undertaken adhere to those plans.</li> </ul>
<p><b>Resource Management</b></p>	<ul style="list-style-type: none"> <li>• Manages resources 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>
<p><b>Adherence to legislation</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Obligations under the Public Finance and Audit Act 1987, Public Sector Act 2009 and Public Sector (Honesty and Accountability) Act 1995 are satisfied.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Legislation and obligations adhered to at all times.</li> </ul>
<p><b>Drive Culture</b></p>	<ul style="list-style-type: none"> <li>• Pro-actively safeguard the health and wellbeing of staff.</li> <li>• Ensure safe work practices are undertaken by self and others in the workplace.</li> <li>• Embrace and contribute towards diversity and cultural differences in the workplace.</li> <li>• Actively promote staff engagement and wellbeing to contribute to positive culture and morale.</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> <li>• Respectful behaviour observed when faced with diversity/differences in opinion.</li> </ul>

**Knowledge and Experience**

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

<p><b>Technical Expertise (Essential)</b></p>	<ul style="list-style-type: none"> <li>• Currently admitted as a practitioner of the Supreme Court of South Australia or eligible to be admitted.</li> <li>• Significant experience as a practitioner of the Supreme Court of a State or of the High Court of Australia.</li> <li>• Significant experience at a senior level advising on a diverse range of highly complex and sensitive legal matters within the ambit of the CENT Section's practice areas.</li> <li>• Understanding of public law and South Australian and Federal regulatory regimes.</li> <li>• Considerable knowledge of statutes and general legal issues affecting the South Australian Government.</li> <li>• An understanding of, experience in and/or the ability to manage to the spirit and principles of the Premier's Safety Commitment and the legislative requirements of the Occupational Health, Safety and Welfare Act.</li> <li>• Outstanding oral and written communication skills and an ability to relate effectively to fellow professionals.</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>• Experience and expertise as a negotiator and/or counsel across a wide range of areas.</li> <li>• Experience in providing advice and representation to government agencies and authorities.</li> <li>• High level digital skills and experience leading within an environment where practice management and work flow processes are digital by default.</li> <li>• Knowledge of the Crown Solicitor's Office and its operations.</li> </ul>
<p><b>Leadership and people management skills</b></p>	<ul style="list-style-type: none"> <li>• Experience and ability in development of and conduct of strategic planning and implementation.</li> <li>• Understanding, modelling and promoting the AGD and CSO Leadership Expectations.</li> <li>• Experience in active performance management and development of staff.</li> <li>• Understanding, modelling and promoting the highest standards of professionalism, integrity and behaviour including the CSO Behaviours.</li> </ul>

**Behavioural Competencies**

Descriptors below provide the behavioural competencies required for performance in the Executive Solicitor (CENT) role 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*. Executives are also required to demonstrate behaviours required by the AGD and CSO Leadership Expectations and the CSO Behaviours.

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>