



LE5 Managing Solicitor

Legislation and Cabinet Section

Legal Services Branch

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

Governance and Capability Service contributes to SAPOL Our Strategy 2030, including the vision, five principles and values, by providing a unified executive and policy support function to the Commissioner of Police, and to support effective engagement between SAPOL and the community.

Legal Services Branch provides professional and cost effective corporate legal and policy advice to the Commissioner, Executive Leadership Team, and SAPOL employees generally.

Legislation and Cabinet Section forms part of Legal Services Branch and is responsible for managing SAPOL's strategic legislative reform agenda and the provision of legislation-related advice to SAPOL Services through staff in the Legislative Review Unit. The position is also responsible for managing SAPOL's relationship with the Cabinet Office (within the Department of the Premier and Cabinet), Attorney-General's Department, and the Department for Infrastructure and Transport through the staff in the Cabinet Liaison Unit.

Service

Integrity

Leadership

Collaboration

Courage

Respect



The Managing Solicitor, Legislation and Cabinet Section provides advice and representation on a broad range of legal matters and legislative change. The position supports and assists the Director and solicitors with legal research, advice, representation and other tasks as directed.

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. |
| Location | Police Headquarters, 100 Angas Street Adelaide |
| Qualifications | Must hold a degree in law, be admitted or eligible for admission as a practitioner of the Supreme Court of South Australia and be eligible to hold an unrestricted practising certificate in the State 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 position reports to the Director, Legal Services Branch

KEY OUTCOMES

- Managing the strategic legal services of SAPOL, providing advice to the Commissioner and other members of the Executive Leadership Team on law reform and draft legislation, including monitoring, forecasting and responding to issues of a legislative nature which may impact on SAPOL's strategic objectives.
- Facilitating the provision of legal and legal policy advice to managers, employees and business units on law reform initiatives arising from within SAPOL or from Government on the more complicated and/or sensitive matters affecting both the Police and the Public Service.
- Undertake significant and complex legal / other research to assist with the preparation of submissions on behalf of SAPOL to parliamentary committees as required.
- Manage the Cabinet Liaison Office (CLO) to ensure the Commissioner of Police provides accurate advice to the Minister of Police and other parliamentary enquiries.
- Ensuring the delivery and maintenance of efficient work systems within Legal Services Branch by providing leadership and guidance to legal and other staff within Legislation and Cabinet Section, such as implementing, monitoring and reviewing workplace procedures

and practices, identifying continuous improvement strategies and identifying training opportunities within Legal Services Branch and SAPOL more broadly.

- Liaising and consulting with personnel within SAPOL, other government agencies and external stakeholders.
- Complying with professional obligations such as compulsory professional development and the Legal Practitioners Act and regulations, and all applicable ethical obligations that must be observed by legal practitioners.
- Understanding and complying with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- Demonstrating and advocating a high level of ethics and integrity in accordance with SAPOL's Values and the Code of Ethics for the South Australian Public Sector including reporting wrongdoing.
- Ensuring that staff are equipped to perform their allotted tasks in as safe a manner as is reasonably practicable, managed in accordance with SAPOL's OH&S policies and relevant legal requirements and are capable of undertaking those tasks without unnecessary risk to the health and safety of themselves or others.
- Maintaining a harmonious, safe and healthy workplace, free of harassment, unlawful discrimination and bullying and where diversity is valued.
- Ensuring that Office members are afforded equal employment opportunity in accordance with the principles of equity and diversity.
- The direct supervision of staff in the Legislation and Cabinet Section.
- Relieving as Director, Legal Services Branch when required.
- Undertake other duties as directed.

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
- An unrestricted Practising Certificate.
- Significant experience as a legal practitioner including demonstrated experience identifying and advising on complex legal issues.
- Experience in the provision of legal policy advice.
- Demonstrated experience in the management and supervision of legal and non-legal staff.
- Highly developed organisational skills and the ability to produce work of a high standards in an environment with multiple competing priorities.
- Demonstrated ability to analyse complex issues, to think clearly and logically, to develop logical and reasonable outcomes and to explain conclusions.
- High level interpersonal skills, including the ability to communicate effectively both orally and in writing,
- Demonstrated high level of personal integrity and experience handling confidential and sensitive information.
- Knowledge of the principles of Equity and Diversity requirements.

Desirable Characteristics

- Experience in managing a legal practice and managing solicitors or having undertaken management training.
- Experience managing a multi-disciplinary team.
- Understanding of processes and mechanisms of Government, including Parliamentary procedures and preparation of Cabinet documentation.
- Understanding of issues relating to police.

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 – Guidelines.