



LE5 Managing Solicitor

Advice and Litigation 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.

Advice and Litigation Section forms part of Legal Services Branch and is responsible for the provision of high quality, professional legal advice across several practice areas including police operations; indemnity, insurance, and risk management; information release; MOU and commercial arrangements; human resource issues; administrative decisions; and coronial inquests and Commissioner's Inquiries. The section is also responsible for the management of civil claims and interpleader actions.

Service

Integrity

Leadership

Collaboration

Courage

Respect



The Managing Solicitor, Advice and Litigation 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

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 staff, services, systems and resources of the Advice and Litigation Section.
- Providing and facilitating the provision of legal and legal policy advice to the Commissioner of Police, Executive Leadership Team and senior management on the more complicated and/or sensitive matters affecting both the Police and the Public Service.
- Providing legal advice, where appropriate, to operational police officers concerning substantive law and police powers relating to investigations and police operations.
- Ensuring the delivery and maintenance of efficient work systems within Legal Services Branch by providing leadership and guidance to legal and other staff within Advice and Litigation 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.

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- Negotiating significant and complex legal matters on behalf of SAPOL and managing the referral of litigation matters to SAFA and/or the Crown Solicitor's Office for representation as required.
 - 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 Advice and Litigation Section staff are afforded equal opportunity in accordance with the principles of equity and diversity.
 - The direct supervision of solicitors in the Advice and Litigation 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, including in one or more of the following areas: civil litigation, administrative law, employment and disciplinary matters, statutory interpretation, coronial inquests, and police powers including counter-terrorism legislation.
- Demonstrated experience in management and supervision of legal and administrative staff.
- Highly developed organisational skills and the ability to produce work of a high standard in an environment with multiple competing priorities.
- Demonstrated ability to analyse complex issues, to think clearly and logically, to develop logical and practical outcomes and to explain conclusions.
- High level interpersonal skills, including the ability to communicate effectively both orally and in writing.
- Knowledge of the principles of Equity and Diversity requirements.
- Demonstrated high level of personal integrity and experience handling confidential and sensitive information.

Desirable Characteristics

- Experience in managing a legal practice and managing solicitors or having undertaken management training.
- Understanding of processes and mechanisms of Government
- 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.