

Job and Person Specification

Title of Role:	Senior Administration Specialist (Junior Solicitor Section)	Remuneration Level:	ASO4
Agency:	Office of the Director of Public Prosecutions	Type of Appointment:	Term
Division:	Legal and Legislation	Position Number:	P61802

Approval

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Delegate

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Date

Primary Purpose

The Senior Administration Specialist (Junior Solicitor Section) is an experienced member of the Senior Administration Team who works with limited direction to prepare applications and supporting documentation for prosecution teams. The Senior Administration Specialist (Junior Solicitor Section) is allocated to the Junior Solicitor Section and helps provide guidance to Junior Solicitors (LEC1), in addition to supporting the Senior Administration Manager by supplementing the delivery of senior administration support as required. The role works closely with the administration teams to support skill development and enhance the overall capability of administrative support within the ODPP, working independently and making decisions within approved delegations, the role functions as a key operational link between junior staff and senior legal leadership.

Reporting Relationships

- Reports to a Senior Administration Manager
- Works closely with the Junior Solicitor Section Manager

Key Relationships/Interactions

- Work closely with senior administration officers, administration officers, legal staff, and paralegals across the ODPP.
- Participate as a member of the Business Services Section of the ODPP.
- Liaise with external agencies such as SAPOL, CAA, DCS, Parole Board

Special Conditions

- Some out of hours work may be required.
- Will be exposed either directly or indirectly to confidential, sensitive, confronting and/or distressing material including photographs, written descriptions, and other evidentiary material.

AGD Conditions effective

- Apply People and Leadership Expectations principles in all interactions and situations
- Participate in biannual 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), relevant legislation and AGD policies and procedures including the AGD Leadership and People Expectations
- Employment is dependent upon a National Police Certificate and SAPOL Background check clearance that the AGD finds satisfactory.

Flexible Working Arrangements

The South Australian public sector promotes diversity and flexible ways of working including part time. Applicants are encouraged to discuss the flexible working arrangements for this role. A range of flexible working arrangements are available in this role, including flexitime.

Responsibilities

This Job and Person Specification provides an indication of the type of duties you 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. The Senior Administration Specialist is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Operations Co-ordination	• Liaise with SAES Managers to facilitate the allocation of matters to legal staff. • Independently monitor workflow across the Junior Solicitor Team, ensuring matters progress efficiently and within required timeframes. • Identify risks (e.g. missed deadlines, incorrect filings, potential breaches, ordering of reports) and proactively intervene to prevent escalation. • Act as the delegated point of contact for procedural and administrative matters, freeing the Junior Solicitor Section Manager to focus on complex legal decision-making, overseeing performance and resourcing and planning and improving how the team operates. • Reduce operational burden on leadership by filtering, resolving, and managing day-to-day procedural queries. • Monitor team performance and identify recurring issues, providing feedback to the Junior Solicitor Section Manager.	• Operational risks are identified and managed. • Junior Solicitors are supported for procedural and administrative matters as needed.
Information Management	• Act as the primary point of contact for procedural guidance, providing reliable advice on file management, deadlines, filing requirements, and court expectations. • Play a critical key role in maintaining consistency in file management practices across the team. • Update ODPP systems and relevant stakeholders on the progress and outcome of matters. • Liaise with the Courts in relation to the listing of matters. • Prepare files for archiving.	• Ensures compliance with strict court deadlines, significantly reducing risk of procedural errors or rejected filings. • ODPP systems and stakeholders are updated as required.
Training and Support Service	• Provide support to the Senior Administration Managers by supplementing and supporting the delivery of senior administration support within prosecution teams as required. • Assist in providing mentoring and training for Senior Administration Officers. • Provides structured and informal mentoring to Junior Solicitors, building their competency in procedural and administrative requirements • Functions as a training resource, significantly reducing reliance on senior legal staff for non-legal queries. • Supports the onboarding of new Junior Solicitors, ensuring they understand key ADG and ODPP processes and are able to operate effectively early in their role	• Training provided to staff is adequate and in-line with SOPs. • Relationships with staff are productive and useful • Provides feedback to Junior Solicitors to support their learning.
Business Services Participation	• Participate in activities which contribute to the identification and/or implementation of business process improvements.	• Participation in wider business focus is positive.

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
	• Provide support to or cover administrative support needs in other teams when required. • May undertake minor projects and/or support work	• Assistance and/or training support provided to other Senior Administration Officers is positive. • Promotes consistent use of procedures across the team, improving quality and consistency of work.
Contribute to Culture	• Actively participate and contribute to responsible and safe work practices; • Embrace diversity and cultural differences in the workplace.	• Work practices are safe and WHS legislation, policies and procedures are adhered; • Respectful behaviour observed when faced with diversity/differences in opinion.

Qualifications, Skills, Knowledge, and Experience relevant to the role

Technical Knowledge and Expertise (Essential)	• Advanced level of written and oral communication skills to analyse/summarise information and present it in a clear and concise form. • Previous experience working in a legal administration role or similar. • Ability to work effectively both independently and in a team environment. • Ability to upskill and impart knowledge to others. • Demonstrated ability to work with initiative and under limited supervision with a high workload and changing priorities. • Experience in the use of computers, data base systems and Microsoft suite of products. • Knowledge and understanding of the criminal justice system. • Knowledge of the principles and practice of HSW, Equal Opportunity, the PS Act 2009, employee conduct standards and diversity appropriate to the requirements of the role.
Technical Knowledge and Expertise (Desirable)	• Successful completion of a legal secretarial course or similar. • Knowledge of the operations of the Office of the Director of Public Prosecutions

Behavioural Capabilities

Descriptors below detail the behavioural capabilities required for performance in the role of Senior Administration Specialist. 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.

Elements	Behaviours
Strategic Direction (Foundational)	- Knows how own work contributes to goals and plans - Recognises how own work impacts on others Identifies risks within own work practices - Is flexible to changing priorities Is open to change and new approaches
Achieves Results (Operational)	Sets and communicates clear expectations around quality of work and timeframes - Monitors progress towards achieving outcomes Takes responsibility for the delivery of quality and timely results - Critically evaluates issues and ensures solutions are practical and achievable Prioritises workload effectively and negotiates deadlines where appropriate - Measures performance and acts on opportunities for continuous improvement
Service Delivery Excellence (Foundational)	- Shares awareness of potential problems and opportunities - Shares capability and expertise to achieve outcomes Delivers high quality internal and external customer service Accesses appropriate resources to achieve outcomes - Participates in a culture of financial responsibility, accountability, and awareness Adheres to performance requirements to achieve work outcomes - Effectively manages their own performance positively contributing to team performance - Seeks guidance/advice from others where necessary
Relationship Management (Foundational)	- Seeks ways to resolve conflict and escalates when appropriate - Actively seeks relevant information and views from others Develops effective working relationships Shares information and knowledge seeking approval where necessary Is aware of the situation and audience in work environment Works cooperatively with others to achieve work outcomes - Listens attentively and communicates clearly
Professional Approach and Drive (Operational)	Promotes a culture of respect and high ethical standards - Supports diversity and uses this to enhance outcomes Maintains professionalism and confidentiality when dealing with sensitive issues - Constructively expresses own views and respects the views of others - Is aware of risks and makes decisions accordingly Remains positive and recovers quickly from setbacks Adapts effectively to change - Looks for opportunities to engage in development activities - Seeks feedback and reviews own performance - Ensures a focus on wellbeing for self and others and raises concerns where necessary