

Role Description



Government
of South Australia

SA Housing Trust

Role title	Managing Solicitor		
Directorate	Finance and Partnerships		
Business unit	Legal Services		
Reports to	Executive Director, Finance and Partnerships (CFO)	Classification	LE5

Role Summary

The Managing Solicitor is accountable to the Chief Financial Officer, Finance and Partnerships for the provision of timely, efficient and effective legal services to the South Australian Housing Trust. The role is responsible for the provision of high quality and responsive strategic legal advice and actions for the Minister, Chief Executive (CE) and the Executive on complex and sensitive legal matters.

Our Organisation

We are a modern, professional, effective, and high performing organisation that is a leader in customer service, innovation and partnerships within the housing, finance and services sectors.

We have dedicated staff who are proud of the difference our organisation makes and passionate about improving housing opportunities and outcomes, through several metropolitan and country locations around South Australia.

Our employment practices value diversity and inclusion and we welcome employees with a mix of background, characteristics, experiences, professional skills and perspectives.

Our Division

The Finance and Partnerships division delivers a range of corporate functions and is the lead contact point within the Trust for strategic partner engagement. Our focus is to lead collaboration with sector partners to deliver housing outcomes and pursue opportunities that contribute to their strategic objectives. We work together to facilitate value by leading procurement, finance, legal, internal audit and risk services and regulate housing through the Office of Housing Regulation and Housing Safety Authority.

Primary outcomes and responsibilities

Develop and maintain strategic alliances and networks, and participate in workshops and conferences, both within and outside of the Division, to assist the achievement of corporate and government goals and objectives for the Division.

Lead the Legal Services and Insurance Services teams and supervise direct reports within those teams.

Manage resources assigned to the Legal Services team.

Contribute to strategic leadership and business planning across the SA Housing Trust.

Contribute to the learning and development of the Trust staff and leaders by conducting presentations and disseminating legal information on matters of relevance, to enhance the legal knowledge of staff and to maintain legal compliance and effective work practices

Conduct legal research and provide high level advice in relation to the operation of relevant legislation

Provide high quality and responsive legal advice on highly complex matters of law and actions for the Minister, Chief Executive, Executives and senior management, with recommended courses of action/s.

Prepare responses to Ministerial correspondence relating to complex legal matters

Monitor legislative and regulatory changes relevant to the Trust.

Identify, research, develop and evaluate policies, procedures and processes to ensure the Trust's compliance with legislative and regulatory obligations.

Analysis of complex legal problems and develop solutions within the context of the whole-of- Trust.

Undertake priority legal work in accordance with the Legal Services Policy and related documents.

Manage access to and relationships with the Crown Solicitor's Office (CSO), which includes management and monitoring of the referral of matters to the CSO.

Corporate responsibilities

Support and advocate Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under-represented groups.

Model ethical behaviour and practises consistent with SA Government Code of Ethics for Public Sector Employees.

Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG).

Understand and follow safe work practices, identify and report all hazards, take reasonable care of own safety and that of others and contribute to safety and wellbeing improvement.

Monitor the wellbeing and safe work practices of workers and team/unit to ensure a risk-based approach to safety in the provision of services/operations, including ensuring prompt reporting and timely investigation of all risks.

As a White Ribbon Accredited workplace, SA Housing Trust has a zero tolerance towards violence in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions,

policies, procedures or guidelines issued by SA Housing Trust regarding acceptable workplace behaviour.

A genuine commitment to Reconciliation and achieving the actions set out in our Reconciliation Action Plan and to creating an environment that is inclusive, respectful, free from racism and culturally safe.

Special conditions

Successful applicant will be required to satisfactorily complete a National Police Clearance prior to being employed.

Working relationships

Chief Financial Officer, Finance and Partnerships (Line Manager)

Manager, Insurance Services (Direct Report)

Legal Advisers (Direct Reports)

Executive Directors and Directors

Crown Solicitor's Office

Chief Executive

Selection criteria (knowledge, skills, aptitude and experience)

Experience in providing quality legal advice and services, in particular to executives and managers. Well-developed management and organisational skills. Demonstrated experience in interpreting and applying legislation, policies and guidelines to complex situations. High-level written and verbal communication skills.

Excellent skills in developing and reviewing Cabinet submissions, legal opinions, briefing notes, reports and corporate policies and procedures. Understands the legislative and governance arrangements relating to Government and specifically the South Australian Housing Trust.

Highly developed influencing and negotiation skills to achieve effective and sustainable partnerships with internal and external government and non-government stakeholders

Strong understanding of the legislative and governance arrangements relating to Government, demonstrated experience in interpreting and applying legislation, policies and guidelines to complex situations. Significant knowledge of several areas of law and extensive experience in legal practice in general areas of the law.

Qualifications

Essential or desirable

Degree in Law and admitted as a Legal Practitioner.

Essential

Current unsupervised practicing certificate from the Law Society of South Australia.

Essential

South Australian Public Sector Values

Service  We proudly serve the community and Government of South Australia	Professionalism  We strive for excellence	Trust  We have confidence in the ability of others	Respect  We value every individual
Sustainability  We work to get the best results for the current and future generation of South Australians	Collaboration & Engagement  We create solutions together	Honest & Integrity  We act truthfully, consistently and fairly	Courage & Tenacity  We never give up

Approved date

N Tuffnell, 2 September 2026