

Position Description

Senior Solicitor LE4

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child's potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

							
SERVICE	PROFESSIONALISM	TRUST	RESPECT	COLLABORATION & ENGAGEMENT	HONESTY & INTEGRITY	COURAGE & TENACITY	SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

The Senior Solicitor is accountable to the Chief Legal Officer, Legal Services and the Assistant Director, Legal Services and is responsible for assisting and supporting the delivery of legal, policy and governance functions across the Department for Education (DfE) including provision of high quality, strategic policy and legal advice to Senior Executive.

The Senior Solicitor will be responsible for the effective and timely delivery of legal services and advice across DfE, contribute to the delivery of appropriate governance and associated advisory services in DfE; and ensure the delivery and maintenance of efficient work practices within the Legal Services Directorate.

The role provides leadership and support to a team of in-house solicitors and assists with referrals to the Crown Solicitor's Office.



Position title	Senior Solicitor
Classification	LE4
Division	Office of the Chief Operating Officer
Directorate	Legal Services
Location	31 Flinders Street, Adelaide
Reports to	Assistant Director, Chief Legal Officer
Direct reports	N/A
Role description date	September 2026

What you will do (key outcomes)

- Provide written and verbal advice, assistance and guidance to departmental staff, including schools on legal, policy, legislative and associated matters.
- Provide high quality, responsive and strategic, legal advice, policy advice and recommendations for the Chief Executive and Senior Executive.
- Maintain high-level liaison with Senior Executive and the Minister's Office to ensure that the Chief Executive and Minister are advised of sensitive issues as they arise and prepare necessary briefings for the Minister, Chief Executive and relevant staff as required. .
- Provide timely information to Senior Executive relating to legal issues and trends, and recommended courses of action.
- Identify, research, develop and evaluate policies, procedures and processes to ensure departmental compliance.
- Assist the Chief Legal Officer and Assistant Director, Legal Services to, coordinate and manage referrals to the Crown Solicitor's Office, including preparing and monitoring referrals in accordance with departmental requirements.
- Model ethical behaviour and practices consistent with the Public Sector principles and practices, employee conduct standards, equal opportunity and compliance of Work Health and Safety.
- Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- Proven ability to identify and analyse complex legal, policy and governance issues, apply sound research skills, formulate practical solutions and make appropriate recommendations in a timely manner and often under time pressure.
- Demonstrated experience interpreting and applying legislation, policies and guidelines to complex situations.
- Proven high level written and oral communication skills to provide complex and sensitive legal advice to senior managers and executives within a government agency.

- Proven high level interpersonal skills to establish and maintain effective, professional working relationships and resolve conflict with tact and diplomacy with a diverse range of staff and stakeholders at all levels.
- Proven ability to work effectively under pressure with limited supervision and to tight deadlines, while displaying professionalism, accountability, initiative and sound judgement.
- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment; and the legislative requirements of Equal Opportunity and Work Health Safety legislation.

Who you will work with (key relationships)	Qualifications
Direct working relationship: Chief Legal Officer, Legal Services. Assistant Director, Legal Services All legal and non-legal staff of Legal Services. In house Crown Solicitors. Internal Working Relationships: Senior Executive, Directors, Assistant Directors, Managers, educators and other staff across the Department for Education. External working relationships: Crown Solicitor's Office. Legal staff and non-legal staff from other government agencies	Essential: A degree in Law • Admitted as a Practitioner of the Supreme Court of South Australia (or be eligible for admission) • Unrestricted practising certificate • Minimum of 7 years post admission legal practising experience

Corporate responsibilities	Special conditions
Keep accurate and complete records Act appropriately in line with the Public Sector Code of Ethics at all times Support diversity and promote an inclusive workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements	You may need a current driver's license and be willing to drive (<i>remove if not required</i>) You may be asked to work out of hours You may need to travel within or outside South Australia You need to achieve mutually agreed performance goals You must have a current Working with Children Check You must do Responding to Risks of Harm, Abuse

	and Neglect – Education and Care training You must be an Australian resident or provide evidence you have a current work permit
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Assessed by: Tazeen Adnan Lead, Corporate Leaders Advisory Service P&C Operations		Approved by: Lucy Keller Chief Legal Officer Legal Services	
Date: 7 October, 2026		Date: 7 October 2026	