

Job and Person Specification

Title of Role: LEGAL OFFICER

Remuneration Level: LEC3

Business Unit: LEGISLATIVE SERVICES

Type of Appointment:

Division: Legal and Legislative Services

Position Number:

Job and Person Specification Approval

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DELEGATE

Primary Purpose

The primary purpose of the Legal Officer is to provide advice and support to the Attorney-General and Chief Executive on legal policy, law reform and implementation of the Attorney-General's legislative programme under the supervision of the Director, Legislative Services or a Senior Legal Officer within Legislative Services.

Reporting Relationships

- Reports directly to the Director, Legislative Services.
- May be required to report to Senior Legal Officers within the section.

Key Relationships/Interactions

- Director, Legislative Services
- Attorney-General
- Executive Director, Legal and Legislative Services
- Senior Legal Officers and Legal Officers within Legislative Services
- Staff of Parliamentary Counsel and the Attorney-General's office
- Staff and management across the Attorney-General's Department
- Staff in policy sections within other Government agencies

Key Challenges

- High volume of work, tight timeframes and an ability to deal with changing priorities.
- Provision of work output and advice in relation to submission, legislative drafting, appropriate advice to managers and the Attorney-General
- Fluctuating demands associated with the timetables of Cabinet and Parliament
- Dealing with conflicting interests

Special Conditions

- Required to hold a degree in law and maintain a current practising certificate
- Interstate and intrastate travel may be required
- Some out of hours work will be required, including attendance at Parliament outside of ordinary office hours.



AGD Conditions

- Participation in 6 monthly 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)
- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory.

Flexible Working Arrangements

- Flexible working arrangements may be available by agreement.

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 Legal Officer is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Providing Legal Advice and Support and undertaking legal research	• Maintain and demonstrate an understanding of law in relation to the purpose and function of Legislative Services. • Provide legal advice on legal policy, law reform, legislative and associated matters within the Attorney-General's portfolios. • Provide assistance to other Ministers and Government Departments with respect to legal policy and law reform issues. • Contribute to the functions of Ministerial Standing Committees and other working groups, as required. • Undertake research and conduct reviews of the effectiveness of legislation and prepare discussion papers, policy options and reform proposals for consideration of Ministers and Government. • Prepare proposals for amendment to legislation and instructing parliamentary Counsel, providing advice during the passage of Bills through Parliament.	• A high level of consistency obtained in legal advice. • Timely and accurate legal advice has been provided. • Has provided a high level of customer/client satisfaction, in provision of support to the Attorney-General and other Ministers and Government Departments. • Reviews of legislation, reports, discussion papers, policy options and/or proposals are concise, thorough and intelligible by intended audience. • Committees, bodies, and associated meetings are attended. • Proposals for amendments to legislation, regulations and cabinet documentation are prepared and completed in a timely manner.

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.
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Technical Expertise

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

Technical Expertise (Essential)	- Admitted or eligible for admission as a Practitioner of the Supreme Court of South Australia - Sound knowledge and understanding of the role of the Attorney-General - Sound knowledge and understanding of the legislation and other laws relevant to the Attorney-General's portfolio responsibilities - Post admission experience in legal practice, legal analysis, legal research or legislative policy formulation and implementation
Technical Expertise (Desirable)	- Sound knowledge and understanding of Cabinet and Parliamentary processes - Post admission experience in government and/or public law

Behavioural Capabilities

The AGD Performance Matrix describes the behaviours expected of AGD employees across various levels in the Department.

Descriptors below detail the behavioural capabilities required for performance in the Legal Officer role. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. This broader group of behaviours are applicable to your ongoing success in the role.

	Strategic Focus	Results Orientation	Service Delivery Excellence	Relationship Management	Professional Approach and Drive
Strategic	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
Tactical	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
Operational	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
Foundational	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism

Element	Behaviours
Strategic Focus (Operational x3) (Tactical x2)	- Supports strategic direction and plans (Op) Identifies and manages risk as appropriate and escalates as necessary (Op) - Is sensitive to political drivers influencing priorities and decisions(Op) - Adopts and manages a balanced approach to risk aversion and risk taking (Tactical) Considers the broader political environment and context when decision making (Tactical)
Results Orientation (Operational x3) (Tactical x2)	- Sets and communicates clear expectations around quality of work and timeframes (Op) Monitors progress towards achieving outcomes (Op) - Takes responsibility for the delivery of quality and timely results (Op) Critically evaluates the problem in its entirety before identifying and implementing best possible solution (Tactical) - Effectively prioritises and re-negotiates tasks as needed (Tactical)
Service Delivery Excellence (Operational x3) (Tactical x2)	Identifies and raises awareness of trends, potential problems and opportunities (Op) - Identifies and delivers high quality internal and external customer service(Op) - Translates performance requirements into achievable outcomes. (Op) - Effectively manages their own individual and team performance and contribute to the business unit (Tactical) Provides clear, honest and timely feedback, including addressing non-performance promptly and recognising high performance (Tactical)
Relationship Management (Operational x3) (Tactical x2)	- Effectively manages conflict and escalates when appropriate (Op) Consults and seeks the views of relevant stakeholders (Op) - Develops effective working relationships and internal networks (Op) Maintains awareness of the political context and acts accordingly (Tactical) - Shares information and knowledge(Tactical)
Professional approach and drive (Operational x3) (Tactical x2)	- Promotes a culture of respect and high ethical standards (Op) - Constructively expresses own views and respects the views of others (Op) Maintains professionalism and confidentiality when dealing with sensitive issues (Op) Seeks feedback on performance and engages in self- reflection (Tactical) - Identifies and considers risk in decision making (Tactical)

Acknowledged by
occupant

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(Print name)

(Signature)

Acknowledged by line
manager

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(Print name)

(Signature & title)

