

Job and Person Specification

Title of Role: SENIOR LEGAL OFFICER

Remuneration Level: LEC 4

Business Unit: LEGISLATIVE SERVICES

Type of Appointment:

Division: Legal and Legislative Services

Position Number:

Job and Person Specification Approval



Signed by Fiona Williams-Mitchell 08/04/2024

DELEGATE

Primary Purpose

The primary purpose of the Senior Legal Officer is to provide high quality advice and support to the Attorney-General and Chief Executive on legal policy and law reform issues (including matters of significant complexity and sensitivity) and for assisting with the implementation of the Attorney-General's legislative programme. The SLO advises Ministers on the effect of proposed legislation and attends sittings of Parliament during the passage of Bills.

Reporting Relationships

- The Senior Legal Officer reports to the Director, Legislative Services.

Key Relationships/Interactions

- Director, Legislative Services
- Attorney-General
- Junior Officers in 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 the Justice Portfolio and other Government agencies.

Key Challenges

- High volume of work
- Ability to deal with changing priorities
- Fluctuating demands associated with the timetables of Cabinet and Parliament
- Dealing with conflicting interests
- High complexity and sensitivity of work.



Special Employment 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

- Effectively embed AGD People and Leadership Expectations into all work processes
- Participation in annual 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
- The South Australian public sector promotes diversity and flexible ways of working including part time, and employees are encouraged to discuss the flexible working arrangements that are available for this role.

Diversity

The Attorney-General's Department values workplace diversity and is committed to providing an inclusive work environment where employees feel respected, valued, and empowered to be themselves, we are also committed to reconciliation and strongly value First Nation's voices in the community and workplace.

Flexible working Arrangement Options

The South Australian public sector promotes diversity and flexible ways of working including part-time. You are encouraged to discuss the flexible working arrangements for this role. Flexible working arrangement options for this role may include:

- Part-time
- Job Sharing
- Compressed weeks
- Work from home or telework arrangements

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 Legal Officer is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
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Providing Legal Advice and Legal Representation on major, complex or sensitive matters	• Provide legal advice on legal policy, law reform, legislative and associated matters within the Attorney-General's Portfolios including highly complex and sensitive matters. • Provide assistance to other Ministers and Government Departments with respect to legal policy and law reform issues.	• A high level of consistency obtained in legal advice. • Timely and accurate legal advice has been provided. • Manages priorities effectively and meets deadlines. • Has provided a high level of customer/client satisfaction, in provision of support to the Attorney-General and other Ministers and Government Departments.
Act as source of advice and guidance to legal staff	• Provide leadership. • Assist with the professional development of junior officers in the Legislative Services Section. • Maintain knowledge and expertise in the relevant areas of the law and the relevant practices and procedures.	• Acted in a mentoring role for junior staff. • Provides accurate and relevant legal assistance to junior officers.

Participate in development of policy and legislation	• Conduct legal research, review the effectiveness of legislation, and write reports, discussion papers, briefing notes and memos plus draft correspondence on behalf of the Attorney-General and the Chief Executive. • Instruct Parliamentary Counsel and provide briefings and advice during the passage of Bills through Parliament. • Represent the Attorney-General on National and State representative bodies, committees and other organisations relevant to the Attorney-General's responsibilities. • Prepare proposals for amendment to legislation and regulations. • Contribute to the functions of Ministerial Standing Councils and other working groups, as required, by dealing with related legal matters and associated meetings.	• Legal research, reports, discussion papers, and/or proposals are concise, thorough and intelligible. • Has attended Parliament for the passage of Bills and provided timely briefings and advice to Parliamentary Counsel. • Attended committee work as required and made accurate reports to AG and Director. • Accurate written and oral preparation undertaken. • Committees, bodies, and associated meetings are attended. and appropriate action/responses taken.
Compliance	• Responsible and accountable for adhering to the requirements of the WHS Act 2012; relevant WHS Regulations 2012; the Equal Opportunity Act 1984; the PS Act 2009; the Code of Ethics for Public Sector employees; the principles of diversity; and the Department's policies and procedures. • Keep accurate and complete records of business activities in accordance with the State Records Act 1997.	• Active participation and contribution in responsible and safe work practices. • Abides by the Acts, Regulations, Policies and Procedures relevant to employees of the Department. • Documents and correspondence filed according to States Records Act, 1997.

Contribute to Culture (for employees with no direct reports)	• 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.
Technical Expertise (Desirable)	• Sound knowledge of the law relevant to the Attorney-General's Department • Sound understanding of Government, Parliamentary procedures and the working of the legal system in South Australia • Experience in management of staff and development of staff • Experience in liaising with ministerial and senior public service personnel.

Behavioural Capabilities

The AGD Performance Matrix describes the behaviours expected of AGD employees across various levels in the Department. All employees are also expected to behave in accordance with the AGD People Expectations of being self-aware, building trust and building teams. Descriptors below detail the behavioural capabilities required for performance in the Senior 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 (Tactical)	• Translates strategies and goals in to achievable plans • Ensures work goals are linked to the bigger picture • Adopts and manages a balanced approach to risk aversion and risk taking • Considers the broader political environment and context when decision making • Drives effective change • Promotes creative and innovative thinking
Results Orientation (Tactical)	• Develops plans with clear outcomes and supports others to achieve these • Is accountable for the delivery of quality, timely and cost effective results • Critically evaluates the problem in its entirety before identifying and implementing best possible solution • Confidently makes decisions showing good judgement • Effectively prioritises and re-negotiates tasks as needed
Service Delivery Excellence (Tactical)	• Identifies trends, potential problems and opportunities and incorporates into plans • Promotes and ensures a strong focus on internal and external customer service • Effectively manages their own, individual and team performance and contribute to the business unit • Provides clear, honest and timely feedback, including addressing non-performance promptly and recognising high performance. • Provides leadership and support for those they manage in dealing with staff performance issues.
Relationship Management (Tactical)	• Effectively identifies, manages and resolves conflict • Maintains awareness of the political context and acts accordingly • Develops effective working relationships and internal and external networks • Appropriately identifies and collaborates with relevant stakeholders • Shares information and knowledge • Tailors approach and communication style to suit the situation and audience • Identifies opportunities to negotiate for improved outcomes • Actively listens and communicates in a clear and concise manner
Professional Approach and Drive (Strategic)	• Models and builds a culture of respect and high ethical standards • Provides impartial and constructive advice and clearly voices professional opinion where necessary • Effectively deals with difficult or controversial issues • Models professionalism and confidentiality when dealing with sensitive issues • Models and remains positive under adversity and recovers quickly from setbacks • Demonstrates adaptability in dealing with change • Demonstrates an active commitment to ongoing development

Acknowledged by
occupant

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(Print name)

(Signature)

Acknowledged by line
manager

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(Print name)

(Signature & title)

