Position Description

LE2 Solicitor

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 & INTIGRITY	 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 Solicitor reports to the Assistant Director, Legal Services and is ultimately accountable to the Chief Legal Officer, Legal Services. As a member of the in-house legal team, the Solicitor is responsible for providing assistance and support in the efficient and effective delivery of services across the Department for Education by providing high quality, responsive strategic, legal and policy advice to relevant staff across the department, as well as contributing to the maintenance of efficient work practices within the Legal Services team.

Position title	Solicitor
Classification	LE2
Division	Office of the Chief Executive
Directorate	Legal Services

Location	31 Flinders Street, Adelaide, with flexible working arrangements available
Reports to	Assistant Director and Chief Legal Officer, Legal Services
Direct reports	Nil
Role description date	November 2025

What you will do (key outcomes)

1. Provide written and verbal advice, assistance and guidance to departmental staff, including schools, preschools, children's centres and corporate office on legal, policy, legislative and associated matters.
2. Identify, research, develop and evaluate policies, procedures and processes to ensure departmental compliance.
3. Prepare correspondence of a high standard including briefings to the Minister, Chief Executive and other relevant staff, and referrals to the Crown Solicitor's Office.
4. Assist the Chief Legal Officer, Legal Services and Assistant Director to identify unresolved and emerging legal issues to which the Chief Executive and Minister will need to respond, and formulating recommendations to assist in their management/resolution.
5. Assist in the provision of timely information to the Assistant Director and Chief Legal Officer, Legal Services and Senior Executives relating to legal issues and risk and recommend courses of action.
6. Ensure the confidential and secure records management of original legal documents, and the appropriate file management of electronic matter records.
7. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- Analytical and Research Capability: Proven analytical and research skills, including the ability to identify and analyse legal and policy issues in detail, formulate practical solutions and make appropriate recommendations.
- Legislative Interpretation and Application: Demonstrated experience in interpreting and applying legislation, policies and guidelines.
- Workload Management and Prioritisation: Demonstrated highly developed organisational skills and the ability to plan and coordinate workloads to produce work of a high standard in an environment where priorities are constantly changing and may be competing.
- Communication, Negotiation and Advocacy: Proven excellent written and verbal communication skills (including attention to detail, accuracy and quality) and ability to successfully negotiate using conflict resolution skills when representing the position of the department.
- Legal Advisory Expertise and Professional Judgement: Demonstrated experience providing legal advice working under pressure and working to tight deadlines while displaying sound judgement and reliability.
- Work Health and Safety: Demonstrated knowledge of and commitment to promoting and creating a safe and inclusive work environment; and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

Who you will work with (key relationships)	Qualifications
Direct working relationships: • *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 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 to ensure a whole of government approach to the provision of legal advice.*	Essential: A degree in law. Admitted as a Practitioner of the Supreme Court of South Australia (or be eligible for admission). Desirable: At least 3 years' post admission legal 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 *(remove if not required)* 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

Assessed by: Riley Kempster, P&C Advisor **Date:** November, 2025		Approved by: Lucy Keller, Chief Legal Officer, Legal Services **Date:** November, 2025	