Role Description

Government of South Australia
SA Housing Trust

Role title	**Legal Advisor**		
Directorate	Finance and Partnerships		
Business unit	Legal Services		
Reports to	Managing Solicitor	**Classification**	LE3

Role Summary

The Legal Advisor is responsible for supporting the Managing Solicitor to prioritise and manage the South Australian Housing Trust's legal services. The Legal Advisor will contribute to the provision of high-quality legal services with some experience in commercial, administrative and property law. Services will include research, analysis and preparation of legal documents and advice on policy or legal issues including complex and sensitive matters.

The Legal Advisor will provide the services under the supervision and direction of the Managing Solicitor and in a timely, efficient, and effective manner. The Legal Advisor will also support the Managing Solicitor in supervising more junior team members.

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.

Directorate Summary

The Finance and Partnerships Directorate delivers a range of corporate functions and 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

Provide oral and written advice on complex matters involving diverse areas of law including property, commercial and administrative law and statutory interpretation.
Advise on and resolve diverse legal issues including in relation to the preparation and review of legal documents and agreements; advising on commercial, contractual and other disputes; and reviewing legislative obligations.
Assist the Managing Solicitor to prioritise legal work, including considering when matters are to be referred to the Crown Solicitor's Office (CSO) or other external legal counsel, and providing direction to and liaising with the CSO / external legal counsel where matters are referred for advice.
Collaboratively address legal issues and develop solutions within the context of the whole-of- Trust.
Proactively identify, research, develop and evaluate policies, procedures, and processes to ensure the Trust's compliance with relevant governance requirements.
Keep abreast of and comply with legislative and regulatory changes relevant to the Trust.
Adhere to the Agency's governance delegations to ensure compliance.
Ensure client service excellence by responding to clients' legal queries in a timely and efficient manner and with a practical, solutions focused approach.
Identify and formulate strategies for resolving emerging legal issues, under the guidance of the Managing Solicitor.
Ensure accurate and appropriate maintenance of all communication records and documentation.
Provide high-quality and responsive legal advice and actions to support the Minister, CE, Executives, and senior management.
Act as an efficient first point of contact for legal matters.
Maintain a positive representation and image of the Trust.
Foster effective working relationships with peers, staff, and stakeholders to ensure the delivery of quality and timely outcomes.
Demonstrate the ability to manage tight deadlines, use initiative and judgement to adapt to shifting priorities, and tactfully handle sensitive issues.
Contribute to legal related projects, as required.
Independently handle legal matters of ordinary to moderate complexity and advise on and manage more complex matters with limited supervision from the Managing Solicitor as required.
Provide the Managing Solicitor with support in supervising the work of more junior members of the legal team in a constructive and positive manner.

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.
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

Managing Solicitor (direct manager)
Solicitor
Chief Financial Officer
Senior level staff across the Trust and other government and non-government agencies
Crown Solicitor’s Office

Selection criteria (knowledge, skills, aptitude and experience)

Highly developed written and oral communication skills, including the ability to convey complex information clearly and simply to a range of audiences
Demonstrated technical legal ability and skill level commensurate with the primary outcomes and responsibilities, including the ability to work independently and manage complex legal matters with only limited supervision.
Ability to work harmoniously with others and contribute to a team environment, including supervising the work of more junior colleagues in a constructive and positive manner.
Ability to manage a demanding workload and changing priorities.
Ability to provide practical, solution-focused legal advice to resolve complex organisational issues.
Ability to identify trends and developments that may affect the Trust’s ability to meet current and future client needs and implement strategies to address these needs.

Ability to critically analyse issues and investigate solutions or actions that contribute to improved organisational processes.

Qualifications	Essential or desirable
A degree in Law and admitted as a Legal Practitioner.	Essential
Current practicing certificate from the Law Society of South Australia.	Essential

South Australian Public Sector Values



Approved date	N Tuffnell, 3 March 2025