

Job and Person Specification

Title of Role: Solicitor

Remuneration Level: LEC1

Business Unit: Crown Solicitor's Office

Type of Appointment: TBC

Division: Public Law Section

Position Number: TBC

Job and Person Specification Approval

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Primary Purpose

The primary purpose of the Solicitor, subject to close supervision, is to provide high quality legal advice and representation on matters of ordinary complexity to clients of the Crown Solicitor's Office.

Reporting Relationships

- Reports to the Crown Solicitor through the Assistant Crown Solicitor

Key Relationships/Interactions

- LEC1 solicitors work closely with matter managers and their Executive Solicitors
- LEC1 Solicitors will develop relationships with client agencies

Key Challenges

- Development of advocacy skills
- Ability to work across diverse practice areas

Special Conditions (Optional Insertion)

- Some out of hours work may be required
- Interstate and Intrastate travel may be required
- Solicitors may be assigned to duties at this level within any area of the Crown Solicitor's Office including outposts

AGD Conditions

- Participation in quarterly 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



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 Solicitor is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Conduct Legal Matters	<ul style="list-style-type: none"> • Conduct less complex litigious and non-litigious matters • Appear in the Supreme, District and Magistrates Courts and other jurisdictions as required 	<ul style="list-style-type: none"> • Responds to and delivers outcomes in a timely manner with assistance as required • Appropriately represents the Crown as required
Conduct Legal Research	<ul style="list-style-type: none"> • Research and prepare legal opinions and other written and oral advice on less complex matters of law 	<ul style="list-style-type: none"> • Prepares and provides appropriate opinions and advice with assistance as required
Prepare Legal Documentation	<ul style="list-style-type: none"> • Prepare court documents, affidavits, letters and other legal documents 	<ul style="list-style-type: none"> • Accurately prepares appropriate documentation within timeframes
Maintain Client Relationships	<ul style="list-style-type: none"> • Contribute to client service excellence by responding to clients generally on various legal issues 	<ul style="list-style-type: none"> • Responds to and delivers quality outcomes in a timely and effective manner
Compliance	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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.



Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

Technical Expertise (Essential)	<ul style="list-style-type: none"> • Admitted, or eligible for admission, as a practitioner of the Supreme Court of South Australia • Experience in identification and assessment of legal issues • Ability to provide legal advice both orally and in writing • Legal document drafting skills • Computer software (Microsoft Word and Outlook) and research skills • Basic knowledge of several areas of law • Theoretical and practical understanding of litigious and non-litigious processes • Knowledge of the principles and practice of the WHS Act and Regulations 2012; the Equal Opportunity Act 1984; the PS Act 2009; the Code of Ethics for Public Sector employees and the principles of diversity appropriate to the requirements of the role • Knowledge of file management principles. • Interest in developing counsel skills in a variety of jurisdictions.
Technical Expertise (Desirable)	<ul style="list-style-type: none"> • Experience working within a legal environment • Understanding of the operations of the South Australian Government • Understanding of judicial processes • Knowledge of the Crown Solicitor's Office and its operations • Knowledge of the requirements of the State Records Act 1997



Behavioural Capabilities

Descriptors below detail the behavioural capabilities required for performance in the Solicitor. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. These behaviours have been drawn from a larger number of relevant behaviours in AGD's Performance Matrix. This broader group of behaviours are applicable to your ongoing success in the role.

Category and level	Behaviours
Strategic Focus (Operational)	<ul style="list-style-type: none"> • Identifies and manages risk as appropriate and escalates as necessary • Supports strategic direction and plans • Is sensitive to political drivers influencing priorities and decisions • Adapts quickly to changing and emerging priorities
Results Orientation (Operational)	<ul style="list-style-type: none"> • Critically evaluates issues and ensures solutions are practical and achievable • Monitors progress towards achieving outcomes • Takes responsibility for the delivery of quality and timely results • Prioritises workload effectively and negotiates deadlines where appropriate
Service Delivery Excellence (Operational)	<ul style="list-style-type: none"> • Identifies and delivers high quality internal and external customer service • Identifies and raises awareness of trends, potential problems and opportunities • Uses capability and expertise of the workgroup to achieve outcomes • Utilises available internal and external resources for optimal outcomes.
Relationship Management (Operational)	<ul style="list-style-type: none"> • Takes into account the situation and audience • Consults and seeks the views of relevant stakeholders • Shares information and knowledge as appropriate • Negotiates as necessary to achieve outcomes • Actively listens and communicates clearly
Professional approach and drive (Operational)	<ul style="list-style-type: none"> • Promotes a culture of respect and high ethical standards • Maintains professionalism and confidentiality when dealing with sensitive issues • Looks for opportunities to engage in development activities • Remains positive and recovers quickly from setbacks

Acknowledged by
occupant

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(Print name)

(Signature)

Acknowledged by line
manager

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(Print name)

(Signature & title)

