

POSITION DETAILS

Position Title:	Senior Solicitor	Position Grade:	15
Department / Directorate:	General Counsel / Office of the General Manager	Position Status / Hours per Week:	Full time / 35

PRIMARY PURPOSE OF THE POSITION

The Senior Solicitor is responsible for assisting the General Counsel in providing and administering effective legal services to Council. The Senior Solicitor is accountable for providing high level value-added legal advice to Council, advocating on behalf of Council in legal proceedings, negotiating and drafting agreements and statutory instruments, undertaking special legal tasks as required by General Counsel, administering legal services and ensuring that Council is kept up to date with relevant legislative changes.

The role of Senior Solicitor includes the following:

- Appearing in court and other legal proceedings on behalf of Council as its legal representative.
- Managing Council's legal matters including those involving legal proceedings under the supervision of General Counsel.
- Providing clear legal advice, strategies and solutions to Council.
- Training staff with respect to Council's legal obligations including its regulatory and governance functions.
- Providing legal support to General Counsel to enable the efficient and effective provision of legal services to Council.
- Liaising with Council's Communications and Engagement Team to ensure media announcements and press releases are legally compliant and protect Council's public reputation where appropriate.
- Assisting Council officers in a wide variety of legal matters including advising, reviewing and negotiating terms of various agreements and statutory instruments including but not limited to covenants, deeds, planning agreements contracts, leases and licenses.
- Working with the General Counsel to develop and implement staff procedures for the effective handling of legal matters.
- Engaging and instructing Council's external legal providers, organising and coordinating expert witnesses with respect to hearings, facilitating requests for information, processing accounts and legal reporting.
- Interpreting legislation and policy affecting local government including but not limited to the Environmental Planning and Assessment Act 1979, Local Government Act 1993 and various environmental planning instruments.
- Analysing legal issues and providing suitable solutions and strategies to Council.
- Delivering clear, accurate, timely and quality legal advice to stakeholders within Council.
- Supervising and implementing effective legal filing systems with the assistance of the EA to the General Counsel and / or paralegal / student at law as required.
- Responding to oral and written enquiries in a professional manner and within scope of the position's expertise.
- Coordinating the development and compilation of financial data and related reports as required by General Counsel.
- Attending Council and Committee meetings as and when required by the General Counsel.
- Supervising a paralegal / student at law when required.
- Other duties as directed by General Counsel.

SELECTION CRITERIA

Education / Qualifications

- Completed Bachelor of Law degree.
- Admitted as a Solicitor of the Supreme Court of NSW.
- Current holder of a NSW solicitors practising certificate.

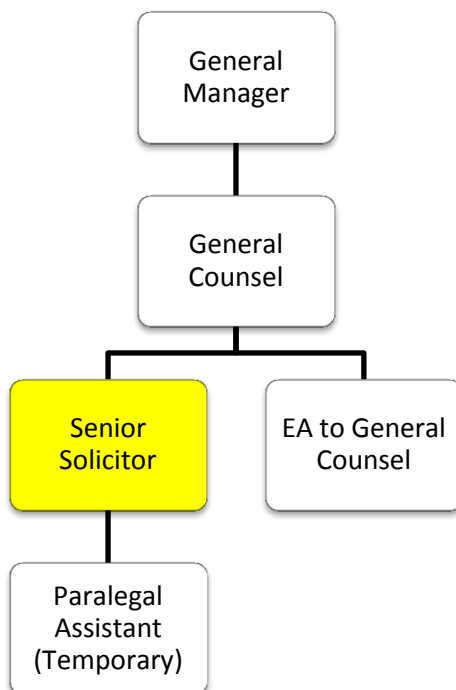
Experience/Specific skills

- Extensive experience in Local Government, the public sector or a large diverse organisation.
- Demonstrated working knowledge of public sector legal practises.
- Demonstrated ability in coaching, guiding and advising others in all aspects of legal matters.
- Substantial experience advocating on behalf of an organisation in court and tribunal proceedings without the need for briefing counsel to appear.
- Demonstrated ability to effectively interpret legislation and policy affecting local government including the Environmental Planning and Assessment Act 1979, Local Government Act 1993 and environmental planning instrument.
- Demonstrated ability to undertake detailed and accurate research and analysis of legal and factual issues relating to matters affecting local government and to provide subsequent advice of a high standard and in a timely manner and without the need of briefing counsel.
- Substantial experience in legal drafting.
- Demonstrated ability to facilitate legal service provisions through ongoing liaison with legal representatives, facilitating requests for information, processing accounts, on/off-site meetings and legal reporting.
- Highly developed written communication skills including the ability to relay information to staff and the organisation in an easy to understand, helpful and timely manner.
- Highly developed verbal communication skills, including the ability to build and maintain relationships with key internal and external stakeholders.
- Proven ability to effectively participate and lead in a team environment.
- Demonstrated experience in providing clerical and administrative services such as file management and preparation of correspondence, reports and memos.
- Sound organisational skills and demonstrated ability to prioritise and manage competing tasks, meet deadlines and achieve targets.
- Proven commitment to quality customer service and innovation.
- Class C Driver's Licence.

Desirable Qualifications, Experience and/or Skills

- Ability to identify, initiate and achieve service delivery improvements.
- Bi-lingual language skills.

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the Office of the General Manager.

- Legal services management

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all OH&S policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery

CORPORATE ACCOUNTABILITIES

15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Safety

We are committed to preventing injury to ourselves, our team and our community.

Teamwork

We work together with respect and support.

Ethics

We are honest, responsible and accountable for our actions.

Professionalism

We deliver effective services to the community with consistent decision-making.

DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act and a copy of the current delegation from the General Manager is attached.

DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

Employee's Name	
Employee's Signature:	
Date:	