



**SECTION 1 - POSITION IDENTIFICATION**

<b>Title:</b>	<b>Solicitor</b>
<b>Classification:</b>	<b>Specified Calling Level 3/4</b>
<b>Award:</b>	<b>Public Service and Government Officers General Agreement</b>

**SECTION 2 – REPORTING RELATIONSHIPS**

UNIT	UNIT MANAGER	CLASSIFICATION
Division: System and Corporate Governance	Assistant Director General	SES PSO Class
↑		
Directorate: Legal and Legislative Services	Director / General Counsel	PSO Specified Calling Level 8
↑		
Branch: Legal Services		
↑		
Section:		
↑		
↑		
	THIS POSITION	PSO Specified Calling Level 3/4

**Positions under direct supervision and control:**

<u>Position No</u>	<u>Title</u>	<u>Classification</u>

**SECTION 3 - KEY RESPONSIBILITIES**

Provides legal advice on complex and sensitive legal matters and exercises professional judgement. Provides and maintains advice on legal proceedings and representation. Negotiates on complex legal matters.
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## SECTION 4 - STATEMENT OF DUTIES

<b>TITLE</b> Solicitor	<b>CLASSIFICATION</b> Specified Calling Level 3/4	<b>POSITION NO.</b> 00011874,
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### BRIEF SUMMARY OF DUTIES

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

Duty No	Duties	Freq.	%
1.	Provides legal advice on complex and sensitive legal matters and exercises professional judgement.	R	100
2.	Provides and maintains advice on legal proceedings and representation.	R	
3.	Negotiates complex legal matters on behalf of the Director and the Department of Health (DOH) as a whole.	R	
4.	Provides legal advice on the interpretation and application of relevant legislation including the provision of initiative and professional judgement.	R	
5.	Undertakes complex legal tasks that are of moderate complexity and sensitivity and assists the Director.	R	
6.	Researches, coordinates and prepares legal documentation on behalf of the Director and the DOH.	R	
7.	Undertakes high level liaison and consultation with key stakeholders including legal professionals, solicitors, barristers, DOH and the Minister's Office on complex legal matters.	R	
8.	Contributes to the formulation of policies, standards and strategies required by the Director to ensure compliance to appropriate legal requirements.	O	
9.	Provides input to the development and achievement of the Branch business plan.	O	
10.	Represents the DOH and the Director on appropriate committees, conferences and working parties.	O	
11.	Assists the Director, Legal and Legislative Services as required.	O	
			100

#### Organisation Contacts:

Will the occupant of this position be required to communicate with positions outside the normal reporting lines?

**YES**

If yes, how frequent?            1. Internal to the organisation...D.....            2. External to the organisation...D.....

Frequency:    D - Daily,    W - Weekly,    F - Fortnightly,    R - Regularly,    O - Occasionally,    A - Annually

## SECTION 5 - SELECTION CRITERIA

<b>TITLE</b> Solicitor	<b>CLASSIFICATION</b> Specified Calling Level 3/4	<b>POSITION NO.</b> 00011874,
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Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

### ESSENTIAL

1. A Degree in Law and eligible for admission to legal practice in the Supreme Court of WA.
2. Considerable experience within a legal environment.
3. Highly developed communication oral, written and interpersonal skills, including the ability to liaise with individuals in a variety of contexts.
4. Proven ability to work under pressure in meeting strict timeframes with minimal supervision.
5. Proven knowledge and experience in the interpretation of relevant legal legislation, acts, standards, codes and guidelines.
6. Highly developed conceptual, analytical, research and evaluation skills.
7. Knowledge of Parliamentary and legislative procedures.

### DESIRABLE

1. Knowledge and experience in legal issues affecting the health sector including its structure.
2. Current knowledge and commitment to equal opportunity in all aspects of employment and service delivery.

### APPOINTMENT CRITERIA

1. Availability to work outside normal business hours.
2. Availability to undertake intra-state travel as required.

## SECTION 6 - APPOINTMENT FACTORS

1. Successful 100 point Identification check.
2. Successful Criminal Record Screening clearance.
3. Successful Pre-Employment Integrity check.

<b>Location:</b> East Perth	<b>Accommodation:</b> Nil
<b>Allowances:</b> Nil	<b>Specialised Equipment Operated:</b> Nil

## SECTION 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE

SIGNATURE

DATE

DATE

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date