

State Solicitor's Office Work Related Requirements by Level

Title	Level L2LG (4/5) Legal officer (third year)	Level L3LG (6/7) Legal Officer	Level L4LG (7/8) Assistant State Solicitor	Level L5LG (Class 1) Assistant State Solicitor	Level L6LG (Class 3) Senior Assistant State Solicitor	Level L7LG (Class 4) Senior Assistant State Solicitor
Salary Range	\$92,548 - \$111,176 pa plus super	\$122,885 - \$131,636 pa plus super	\$139,047 - \$164,719 pa plus super	\$180,637 pa plus super	\$199,794 - \$224,507 pa plus super	\$236,171 pa plus super
Equivalent private sector position	Junior solicitor	Solicitor	Senior associate	Senior lawyer/special counsel/established junior at the Bar	Junior Partner/Executive Counsel/senior junior at the Bar	Junior Partner (Tier 1)/Partner (Tier 2)/senior junior or early Senior Counsel at the Bar.
Base definition and position characteristics	This level is for legal officers who are capable of carrying out routine legal tasks with limited supervision.	This level is for more experienced legal officers who can carry out more complex tasks with a level of autonomy but subject to support and supervision as necessary. Such officers will have demonstrated a capacity to undertake professional work with initiative and independent judgement.	This level is for experienced legal officers who use independent judgement and are capable of carrying out complex tasks with a considerable level of autonomy. The officer will have demonstrated by personal performance the capacity to undertake professional work with great efficiency, effectiveness and reliability. High degrees of initiative judgement and originality in the performance of professional work are required at this level.	This level is for legal officers who because of their degree of experience, competence and ability, operate with very high levels of professional autonomy. The officer would have demonstrated by personal performance the capacity to undertake professional work with great efficiency, effectiveness and reliability. Very high degrees of initiative judgement and originality in the performance of professional work are required at this level.	This level is for senior legal officers who because of their degree of experience, competence and commitment to the office might be likened to Partners in a substantial private law firm. The officer will have developed to the stage of professional autonomy. The officer will perform valuable work with a demonstrably high level of talent.	This level is for senior legal officers working with almost complete professional autonomy providing legal advice to Ministers and senior executives of Departments of the State and its instrumentalities. Because of their degree of skill, experience and independence they might be likened to Partners of a large law firm.
General Features of Duties and Responsibilities	<p>Provides legal advice and/or advocacy (as appropriate to their allocated work area from time to time) in accordance with the skill level expected from the Position Characteristics and Statement of Essential Skills including:</p> <ul style="list-style-type: none"> • the preparation of formal legal opinions • advocacy in courts and tribunals • representation in negotiations • the drafting of documents affecting the legal rights and obligations of persons • the management of legal matters (and more junior legal, paralegal and administrative staff in relation to those matters) 	<p>Provides legal advice and/or advocacy (as appropriate to their allocated work area from time to time) in accordance with the skill level expected from the Position Characteristics and Statement of Essential Skills including:</p> <ul style="list-style-type: none"> • the preparation of formal legal opinions • advocacy in courts and tribunals • representation in negotiations • the drafting of documents affecting the legal rights and obligations of persons • the management of legal matters (and more junior legal, paralegal and administrative staff in relation to those matters) 	<p>Provides legal advice and/or advocacy (as appropriate to their allocated work area from time to time) in accordance with the skill level expected from the Position Characteristics and Statement of Essential Skills including:</p> <ul style="list-style-type: none"> • the preparation of formal legal opinions • advocacy in courts and tribunals • representation in negotiations • the drafting of documents affecting the legal rights and obligations of persons • the management of legal matters (and more junior legal, paralegal and administrative staff in relation to those matters) 	<p>Provides legal advice and/or advocacy (as appropriate to their allocated work area from time to time) in accordance with the skill level expected from the Position Characteristics and Statement of Essential Skills including:</p> <ul style="list-style-type: none"> • the preparation of formal legal opinions • advocacy in courts and tribunals • representation in negotiations • the drafting of documents affecting the legal rights and obligations of persons • the management of legal matters (and more junior legal, paralegal and administrative staff in relation to those matters) 	<p>Provides legal advice and/or advocacy (as appropriate to their allocated work area from time to time) in accordance with the skill level expected from the Position Characteristics and Statement of Essential Skills including:</p> <ul style="list-style-type: none"> • the preparation of formal legal opinions • advocacy in courts and tribunals • representation in negotiations • the drafting of documents affecting the legal rights and obligations of persons • the management of legal matters (and more junior legal, paralegal and administrative staff in relation to those matters) 	<p>Provides legal advice and/or advocacy (as appropriate to their allocated work area from time to time) in accordance with the skill level expected from the Position Characteristics and Statement of Essential Skills including:</p> <ul style="list-style-type: none"> • the preparation of formal legal opinions • advocacy in courts and tribunals • representation in negotiations • the drafting of documents affecting the legal rights and obligations of persons • the management of legal matters (and more junior legal, paralegal and administrative staff in relation to those matters)

Qualifications	Bachelors degree (or equivalent) in law (usually with honours), or undergraduate degree and postgraduate (JD or equivalent) degree in law from an University recognised for admission as a practitioner in Western Australia. Admission as a practitioner, however described, of the Supreme Court of Western Australia. Registration on the roll of practitioners of the High Court of Australia.	Bachelors degree (or equivalent) in law (usually with honours), or undergraduate degree and postgraduate (JD or equivalent) degree in law from an University recognised for admission as a practitioner in Western Australia. Admission as a practitioner, however described, of the Supreme Court of Western Australia. Registration on the roll of practitioners of the High Court of Australia.	Bachelors degree (or equivalent) in law (usually with honours), or undergraduate degree and postgraduate (JD or equivalent) degree in law from an University recognised for admission as a practitioner in Western Australia. May have undertaken post graduate study in law at Masters degree level or equivalent. Admission as a practitioner, however described, of the Supreme Court of Western Australia. Registration on the roll of practitioners of the High Court of Australia.	Bachelors degree (or equivalent) in law (usually with honours), or undergraduate degree and postgraduate (JD or equivalent) degree in law from an University recognised for admission as a practitioner in Western Australia. Admission as a practitioner, however described, of the Supreme Court of Western Australia. Registration on the roll of practitioners of the High Court of Australia.	Bachelors degree (or equivalent) in law (usually with honours), or undergraduate degree and postgraduate (JD or equivalent) degree in law from an University recognised for admission as a practitioner in Western Australia. Admission as a practitioner, however described, of the Supreme Court of Western Australia. Registration on the roll of practitioners of the High Court of Australia.	Bachelors degree (or equivalent) in law (usually with honours), or undergraduate degree and postgraduate (JD or equivalent) degree in law from an University recognised for admission as a practitioner in Western Australia. Admission as a practitioner, however described, of the Supreme Court of Western Australia. Registration on the roll of practitioners of the High Court of Australia.
Desirable Qualifications				May have undertaken post graduate study in law at Masters degree level or equivalent.	May have undertaken post graduate study in law at Masters degree level or equivalent. May have undertaken some specialist training in law or policy particularly pertaining to Government.	May have undertaken post graduate study in law at Masters degree level or equivalent. May have undertaken some specialist training in law or policy particularly pertaining to Government.
Essential work related requirements						
Overall legal ability	Undertakes routine matters and, with some guidance, matters of greater than ordinary complexity.	Demonstrates legal ability and knowledge in advising on matters of legal and factual complexity.	Demonstrates high degree of legal ability and knowledge in advising on matters of legal and factual complexity.	Demonstrates a high degree of legal ability and knowledge in advising on matters of policy and of considerable legal and factual complexity.	Demonstrate a high degree of legal ability and knowledge in advising on matters of policy and of legal and factual complexity.	Demonstrate a high degree of legal ability and knowledge in advising on matters of considerable policy, legal and factual complexity.
Conduct of practice	Conducts litigation in ordinary or routine matters in courts of inferior jurisdiction, tribunals and boards. Provides advice, or research in support of advice, or undertakes simple and routine commercial transactions. Works with senior officers in major litigation, advice and commercial transactions concerning the State or instrumentalities of the State.	Conducts both routine and more complex litigation in courts of inferior jurisdiction, provides advice in relation to straightforward legal issues, or undertakes simple but non-routine commercial transactions alone or as part of a team. Generally work unsupervised on day to day tasks. but assists senior officers with a variety of complex legal tasks, including in matters of urgency.	Conducts routine litigation in all courts, tribunals and boards and complex litigation in courts of inferior jurisdiction, provides advice on issues involving both statute and general law sensitive to policy issues, or undertakes moderately complex commercial transactions alone and complex transactions as part of a team.	Conducts and co-ordinates litigation across all courts, complex legal advice across a wide variety of areas of statute and general law, or significant commercial transactions, sensitive to policy issues.	Conducts and co-ordinates the conduct of complex litigation; co-ordinates and provides high level advice, or undertakes complex and high value commercial transactions. Handles matters of complexity and sensitivity without any need for direction or supervision.	Provides advice fully sensitive to the interests of the State, and all relevant legal issues, often in an environment where there are opinions and submissions submitted by private legal Offices directed to maintaining significant interests contrary to the State. Controls the conduct of large and complex litigation and high-value commercial transactions.

Legal skills	Exercises sound professional judgement in matters within their competence.	Provides and maintains a competitive level of capacity and skill in relation to the standard of the solicitors representing the opposing interest in litigation, advisory matters, or commercial transactions. Has commenced the development of specialist skills within one or more of the fields of litigation, advice, commercial law or native title and state land law.	Demonstrates a competitive level of capacity and skill in relation to the standard of the solicitors representing the opposing interest in litigation, advisory matters, or commercial transactions. Is developing specialist skills within one or more of the fields of litigation, advice, commercial law or native title and state land law.	Demonstrates a highly competitive level of capacity and skill in the conduct of one or more of complex litigation, the provision of advice, or the conduct of commercial transactions. Demonstrates specialist skills within one or more the fields of litigation, advice, commercial law or native title and state land law.	Demonstrates a highly competitive level of capacity and skill in the conduct of one or more of complex litigation, the provision of advice, or the conduct of commercial transactions. Demonstrates advanced specialist skills within one or more the fields of litigation, advice, commercial law or native title and state land law with a sound appreciation of the activities and workings of government, its agencies and instrumentalities.	Demonstrates a degree of legal skill and ability equal to the best advice able to be provided by the private profession in the undertaking of one or more of the specialist skills of litigation, the provision of advice, or the conduct of commercial transactions with a sound appreciation of the activities and workings of government, its agencies and instrumentalities.
Teamwork	Effectively works as a junior member of a team.	Effectively works as a member of a team, including providing support to more junior legal officers including as a buddy.	Provides leadership and assistance to more junior legal officers including as a mentor or buddy.	Provides professional leadership and assistance to more junior legal officers. Is developing strong internal networks within the practice area and across the office. Mentors and coaches more junior legal officers.	Provides effective and professional leadership of teams undertaking complex legal matters as required. Has a strong internal network within their practice area and operates effectively as a senior member within that practice area. Mentors and coaches more junior legal officers. Provides structured appraisal and feedback to more junior legal officers.	Provides effective and professional leadership of larger teams, including external legal resources, undertaking complex matters as required. Has strong internal networks, and operates effectively as a senior lawyer within the office. Mentors and coaches more junior legal officers. Provides structured appraisal and feedback to more junior legal officers.
Supervision of others	Effectively works with paralegal and secretarial support.	Effectively supervises paralegal support in relation to matters undertaken by SSO.	As required, supervises ad hoc teams of legal officers within SSO to achieve specific outcomes in particular matters, and supports senior officers in the administration of teams.	As required, supervises small teams of legal officers within SSO to achieve specific outcomes in particular matters. Assists in the supervision of the undertaking of retainers by private law Offices and/or external counsel as required including cost planning and control.	As required, supervises a team of legal officers within SSO. Is able to supervise the undertaking of retainers by private law Offices and/or external counsel as required including cost planning and control.	As required supervises large teams of legal officers within SSO. Is able to supervise the undertaking of large and complex retainers by private law Offices including control of all aspects of the relationship, including cost planning and control.
Policy sensitivity	Conscious of policy matters affecting outcomes for departments.	Handle matters of complexity and sensitivity with assistance and supervision from more senior legal officers.	Handle matters of complexity and sensitivity with the minimum of direction or supervision.	Deals with legal issues involving political or departmental sensitivity appropriately, including seeking guidance where appropriate.	Deals with legal issues of considerable political or departmental sensitivity routinely and appropriately.	Handles matters of great political or departmental sensitivity without any need for direction or supervision.
As counsel	Acts as counsel in inferior courts and tribunals. Appear as junior counsel in routine matters in the Supreme Court, District Court and Tribunals.	Acts as counsel in routine matters in the Magistrates Court, District Court and tribunals, including appeals from inferior courts and the tribunals.	Acts as counsel in complex matters in the Magistrates Court, District Court and tribunals, including appeals from inferior courts and tribunals.	Acts as counsel in routine matters at trial, and on some appeals, in all State Courts, the Federal Court and as junior counsel in complex appellate matters up to and including the High Court.	Acts as counsel in complex matters at trial, and routine matters on appeal, in all State Courts, the Federal Court, and as junior counsel in High Court matters.	Acts as counsel in complex matters in all State Courts and the Federal Court, and as junior counsel in High Court matters.
Negotiations	Conduct negotiations on routine matters.	Conduct negotiations on matters of moderate complexity and sensitivity.	Conduct negotiations on matters of complexity.	Conduct negotiations in complex matters involving claims according to the risk and responsibility matrix from time to time.	Conduct negotiations in matters involving according to the risk and responsibility matrix from time to time.	Conduct negotiations in matters involving according to the risk and responsibility matrix from time to time and potentially unlimited in terms of amount.