



Job Description Form

Department of Justice Purpose

To provide high quality and accessible justice, legal, registry, guardianship & trustee services that meet the needs of the community and government.

Position Title Managing Law Clerk		
Effective Date January 2018	Position Number Generic	Level 4
Division State Solicitor's Office	Directorate	Branch

Divisional Outcomes

The State Solicitor's Office provides a broad range of legal services to the Government, its departments and agencies. These services include:

- legal service; representation as counsel in courts and tribunals; the preparation of legal documents; and the conduct of litigation.

The State Solicitor's Office aims to provide these services in a cost effective and timely way, consistent with the necessity to maintain legal excellence and integrity in the Government's legal dealings.

Directorate Outputs

Branch Outputs

Role Of This Position

The incumbent is responsible for ensuring effective working relationships are established and maintained between all members of the team including senior staff and Legal Officers. They are responsible for participating in the establishment of and managing effective teams to ensure appropriate resources and support is provided to the Legal Officers

It also manages a range of difficult to complex legal files and or provide constant paralegal assistance to senior legal officers in legal matters of a complex and sensitive nature.

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Responsibilities Of This Position

Management of Matters

- Examines client's instructions and determines appropriate action.
- Manages or assists in the management of legal files which are of a complex nature.
- Prepares a broad range of difficult to complex legal documents.
- Drafts correspondence to clients, solicitors and other parties in matters of moderate complexity or sensitivity.
- Under supervision conducts negotiations on matters of moderate complexity or sensitivity with parties.
- Appears as Advocate at Chambers, Taxation of Costs and Repayment Order hearings, and or Land Settlements.
- Assists and advises Managing Law Clerks and Legal Officers on matters relevant to the area of law or practice and procedure.
- Undertakes research, examinations, enquires and reports on paralegal and factual matters.

Accounts

- Assesses, debits and credits and ensures integrity of accounts.

Leadership

- Provides direction and support to the members of the team to achieve identified outcomes.
- Ensures effective two way communication between management and staff.

Planning

- Implements operational plans by planning and allocating workloads and resources, rostering etc.
- Collates statistics to inform the planning process.

Policy and Procedures

- Implements and ensures compliance with organisational policy and procedures.

Client Relationships

- Answers less routine enquires and correspondence.
- Provides advice and assistance to staff and clients on more complex matters.
- Provides a liaison between clients and the Legal Officer.

People and Resource Management

- Plans, schedules and controls daily work activity.
- Specifically responsible for the day to day supervision of staff including ongoing monitoring of staff performance, delegation of duties, staff development and induction of new staff.
- Provides information and administrative support on the use of resources as required.

Information and Knowledge Management

- Utilises information and knowledge effectively for the team.
- Assist in the provision of ongoing training / information sessions on practice and procedural law within area of expertise.

Cultural Change

- Creates a team environment that supports a positive and innovative organisational culture.
- Establishes and maintains an effective, committed workplace team. Manages and implements change.

Continuous Improvement

- Identifies and implements opportunity for continuous improvement within the team.
- Reviews and improves processes, environment and systems.

Corporate citizenship

Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics.

Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.

Demonstrate commitment to the legislative obligations set out in the *Occupational Health and Safety Act 1984*.

Oversee the occupational safety and health (OSH) in their areas of responsibility consistent with statutory obligations and departmental policies. This includes but is not limited to raising awareness of OSH requirements with their staff, resolving health and safety hazards in their areas of responsibility and ensuring the timely reporting of incidents.

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Skills, Knowledge, Behaviours and Qualifications

For purpose of training etc.

SKILLS

Interpretation

Possession of the ability to interpret and apply legislation

Written

The ability to draft relevant complex/difficult legal documents

Communication

Good verbal communication skills, interpersonal and negotiation skills.

Research

The ability to undertake effective research in the management of complex/difficult legal matters.

Resource Management

The ability to coordinate the use of allocated human, financial and physical resources effectively for the team.

Information and Knowledge Management

The ability to use information and knowledge effectively and to assist in the provision of ongoing training / information sessions on practice and procedural law within area of expertise.

Monitor and Reporting

The ability to monitor and report the effective use of allocated resources for the team towards the achievement of outcomes and in compliance with policies and standards.

Priority Setting and Delegation

The ability to set and meet work priorities and delegate appropriately within a team to achieve outcomes within timeframes

Time Management and Organisational

The ability to prioritise, organise and complete work working set timeframes

KNOWLEDGE / EXPERIENCE

Good working knowledge and experience in relevant procedural law.

Understanding of Occupational Safety and Health, and Equal Employment Opportunity legislation.

Knowledge and experience in the management of legal matters

QUALIFICATIONS (HIGHLY DESIRABLE)

Possession of or the equivalent to a Diploma in Justice or Legal Studies.

BEHAVIOURS

Confidential

Withholding information when appropriate on sensitive and contentious issues

Results Focused

Achieving results that exceed expectations

Structuring time and managing work to regularly meet deadlines

Open and Approachable

The ability to encourage or promote accessibility and to be balanced and objective in making decisions.

Responsible

Acknowledging projects/tasks for which one has responsibility

Clarifying tasks and their priority with manager / team member

Ensures corporate information is kept secure.

Independent Worker

Working with minimal supervision or direction

Generating, implementing and managing projects

Making individual contributions

Managing a crisis

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Selection Criteria

Applicants must address all of the selection criteria listed below.

ESSENTIAL SKILLS

- The ability to interpret and apply legislation.
- Communication: verbal, interpersonal, negotiation.
- The ability to draft relevant complex/difficult legal documents.
- The ability to undertake effective research in the management of complex/difficult legal matters.
- Organisation skills.
- The ability to effectively manage people and resources.

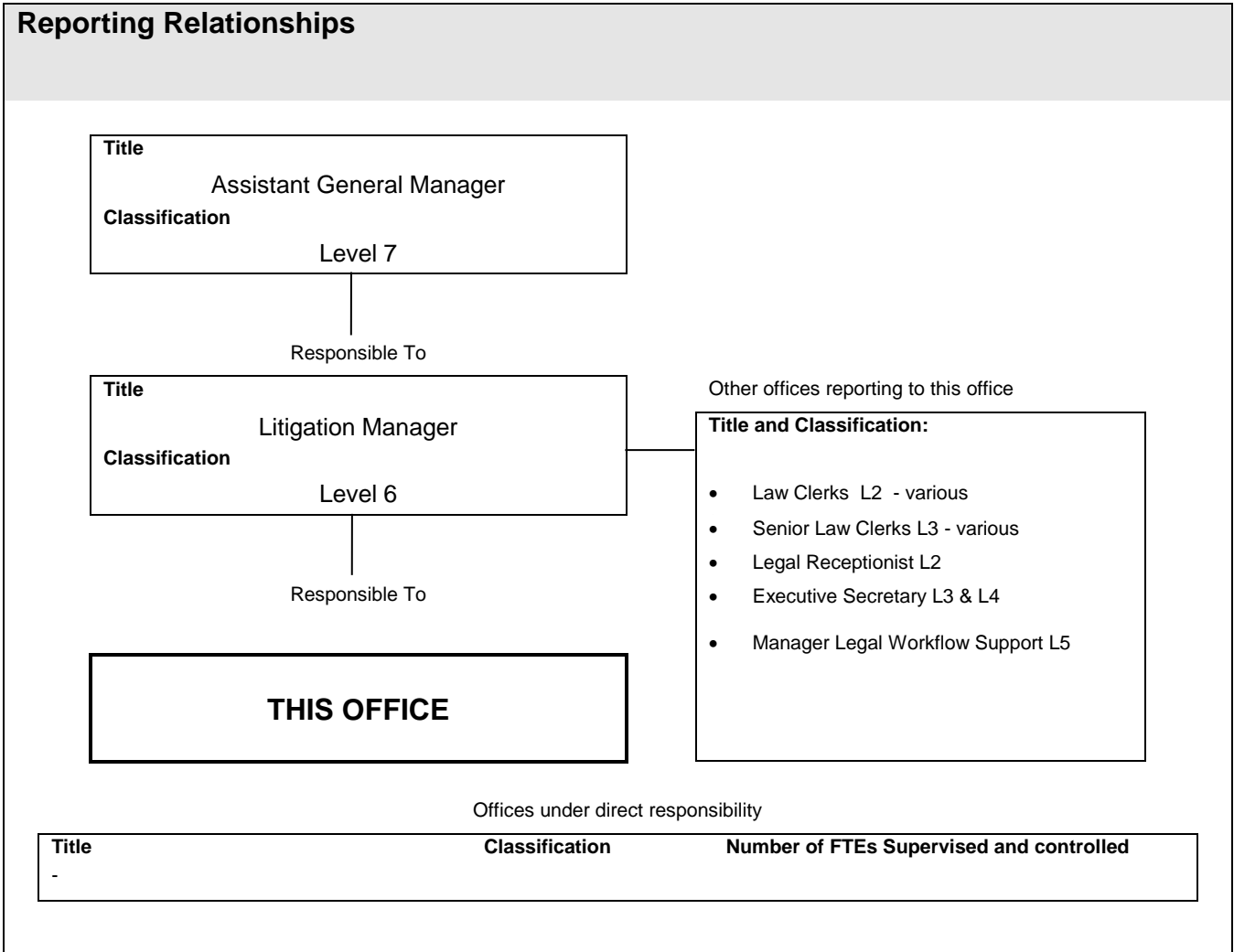
ESSENTIAL KNOWLEDGE / EXPERIENCE

- Good working knowledge and experience in relevant procedural law.
- Knowledge and experience in the management of legal matters

QUALIFICATIONS (HIGHLY DESIRABLE)

- Possession of or the equivalent to a Diploma in Justice or Legal Studies.

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LOCATION AND ACCOMMODATION	LOCATION Perth ACCOMMODATION Nil
ALLOWANCES/SPECIAL CONDITIONS Nil	

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

DELEGATED AUTHORITY APPROVAL *As per the Human Resource Management Delegations*

Delegated Authorities Name	Dr Adam Tomison
Signature	
Date	4 January 2018