



State Solicitor's Office

Job Description Form

State Counsel

Position details

Classification Level: SAT Band 2

Award/Agreement: State Administrative Tribunal (SAT) determination

Position Status: Fixed Term

Organisation Units: State Counsel

Physical Location: Perth CBD

Reporting relationships

Responsible to: 021844 State Solicitor – SAT Band 1

This position: 021875 State Counsel – SAT Band 2

Direct reports: Adviser
Various Legal Officers

Overview

The State Solicitor's Office (the Office) is the Western Australian Government's principal legal adviser. The Office enables government action, manages the State's legal risk, and supports the First Law Officer with authoritative advice on key legal issues. The work of the State Solicitor's Office delivers demonstrably better government decisions, strengthens the rule of law, and leads to greater community trust in the public sector. The Office helps government to govern well. The State Solicitor's Office is a centre of legal excellence committed to the highest standards of service and professionalism.

Legal Services provided include the provision of legal advice; the preparation of legal documents; the conduct of litigation; and representation as counsel in courts and tribunals. The Office provides these services in a cost effective and timely way, consistent with maintaining legal excellence and integrity in the Government's legal dealings.

Job description

The State Counsel assists the State Solicitor to provide, at the highest level, a legal service to the Attorney General and other Ministers of the State, and the Departments

and instrumentalities of the State on a broad range of matters relating to the State and its instrumentalities.

The State Counsel provides high level legal advice and appears at both trial and appellate levels in the Supreme Court of Western Australia, the Court of Appeal, the Federal Court and the High Court of Australia, on behalf of a wide range of agencies of the State of Western Australia, including the Premier, the Cabinet, and the Attorney General as well as their respective departments.

The role includes leading and managing the Counsel Section within the Office delivering high quality and cost-effective and independent legal and legislative services to the State.

Role specific responsibilities

Legal Responsibilities

Client relationships

- To actively participate in, and support the State Solicitor in the management of key relationships with government clients connecting with key partners to support the delivery of legal services by the Office.

Legal Services to Government

- Lead and manage the counsel section to ensure provision of high quality, timely and independent legal services to Government, including the Attorney General, other Ministers, departments and instrumentalities.

Overall Legal Ability

- Provide high level and sensitive legal advice to ministers and senior public servants.

Corporate Responsibilities

As a member of the Corporate Executive Team within the State Solicitor's Office:

- Actively participate in and lead, in conjunction with the State Solicitor, the management of the State Solicitor's Office, building the Office's strategic direction and capability.
- Creation of short to long term strategic goals and operational plans that empower staff to deliver outcomes and consistently improve value to the organisation and key stakeholders.
- To manage a Section including responsibility for people management and budget.
- To lead and foster a supportive, collegiate, and positive workplace culture, with a high level of staff engagement in their Section and across the broader Office.

Expected behaviors – Leadership

The Public Sector Commission's [Leadership Expectations](#) provides a common understanding of the mindsets and expected behaviors required of all our employees and the public sector.

The leadership in this context: Executive Leader.

Leaders need to balance both vertical and horizontal responsibilities in and across the agency, being accountable for the business areas they lead as well as for redefining and shaping the agency.

Lead collectively	You understand how your work and the decisions you make connect with other parts of your agency and the sector.
Think through complexity	You work with a high level of complexity arising from ambiguity and uncertainty, and create value for an unknowable long term future.
Dynamically sense the environment	You scan and decipher internal and external environments, leveraging understanding to influence and persuade others so as to create value for Western Australians.
Deliver on high leverage areas	You pursue with tenacity the high leverage priorities that are essential to your agency, key stakeholders and Western Australians.
Build capability	You proactively build long term capability in the sector to create value for the future of Western Australians.
Embody the spirit of the public service	You display and embody the spirit of public service in all your decision making, interactions and professional activities.
Lead adaptively	You are continually learning and adapting your personal style and approach to be effective in new and challenging contexts and positions.

Work Health and Safety

Demonstrate commitment to the legislative obligations set out in the *Work Health and Safety Act 2020*, specifically as an Officer under section 4A of that Act.

Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the Office's policies and any other direction given for their safety and health in the workplace.

Job related requirements

In the context of the roles specific responsibilities and the leadership expectations, the ability to demonstrate the following skills, knowledge and experience is essential:

Job Related Requiriements:

1. Bachelors degree (or equivalent) in law (usually with honours), or undergraduate degree and postgraduate (JD or equivalent) degree in law from a 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.
2. Demonstrated capacity to give high level and sensitive legal advice to ministers and senior public servants.
3. Demonstrated capacity to successfully lead and manage the Counsel Section to ensure the provision of high quality, timely legal services.
4. Demonstrated mindset of the Public Sector Commission's [Leadership Expectations of an Executive Leader](#) and experience in successfully leading people and managing teams by providing direction, feedback, inspiration and motivation. Demonstrated strong team building skills and ability to pursue of high leverage priorities that are essential an organisation.

Desirable

Qualifications Undertaken post graduate study in law at Masters degree level or equivalent.

Undertaken specialist higher education in management and policy.

Special requirements/equipment

Nil

Certification

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

State Solicitor

Signature: _____ Date: _____

HR certification date: April 2024