



# Principal Solicitor

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

Standards and Legal

**Directorate / Command / District / Division:**

Legal Services Division

**Business/Work area:****Position Description Number:**

Generic 684

**Level:**

Specified Calling Level 5

**Employment Conditions**

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Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Perth / East Perth

**This position is exposed to sensitive or disturbing content.**

**Position Objective**

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Provides advice and representation on a broad range of complex legal matters and legislative change.

**Role of Work Unit**

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Legal Services Division provides legal advice and guidance to inform decision making in a dynamic policing environment. On behalf of the Western Australia Police Force, it also coordinates civil claims, complies with summons and subpoenas and represents the agency in courts and tribunals.

**Reporting Relationships**

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This position reports to:

- Lead Principal Solicitor, Specified Calling Level 6

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Position Title: Principal Solicitor	Level: Specified Calling Level 5	Position Number: Generic 684
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## Key Accountabilities

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### 1 Legal Services (95%)

- 1.1 Provides independent high-quality legal advice and advocacy in significant and complex matters in a timely and accurate manner in order to achieve the WA Police Force strategic outcomes and objectives.
- 1.2 Undertakes significant and complex legal and/or other research on behalf of the Commander of Legal Services.
- 1.3 Liaises and consults with personnel within the WA Police Force and external stakeholders.
- 1.4 Contributes to the law reform process.
- 1.5 Undertakes and maintains legal proceedings and may appear as counsel for the WA Police Force in various courts and tribunals in significant and complex matters.
- 1.6 Negotiates significant and complex legal matters on behalf of the WA Police Force.
- 1.7 Contributes to discussion on the development and formulation of policies, standards and strategies required by the WA Police Force to ensure compliance to legal requirements.
- 1.8 Complies with professional obligations such as compulsory professional development and the *Legal Profession Act 2008*, rules and regulations.
- 1.9 Represents the agency at various meetings and forums.
- 1.10 Provides oversight and proactive support of staff who may or do have exposure to sensitive or potentially disturbing material, as part of their role.

### 2 Other (5%)

- 2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 2.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 2.3 Undertakes other duties as directed.

Position Title: Principal Solicitor	Level: Specified Calling Level 5	Position Number: Generic 684
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## Specialist Prerequisite(s)

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For positions located within Crime Support and Services, the below applies:

It is a requirement that the position holder is:

- An Australian Citizen prior to the completion of the selection process;
- Successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 2** security clearance for the duration of their appointment in the position.

## Work Related Requirements

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### Essential

### Context in which work related requirements will be applied and or general standard expected.

A Law degree or equivalent. Admitted to practice in the Supreme Court of Western Australia

Possession of significant relevant experience (approx. 7 years or more).

Ability to conduct complex legal research

Undertaking significant and complex legal research in a law enforcement environment. Providing significant and complex legal advice and information on the law applicable to policing.

Ability to act as an advocate/prosecutor

Representing a large organisation in significant and complex matters in various courts and tribunals as an advocate and a prosecutor.

Analytical and conceptual skills

Researching, evaluating and advising on significant and complex legal issues. Understanding, interpreting and applying legal principles, legislation and policy guidelines to provide significant and complex legal advice.

Communication skills

Building and maintaining strong relationships within a large organisation and with external stakeholders. Negotiating the resolution of significant and complex legal issues. Providing quality research reports, briefing notes, verbal presentations, letters and formal legal advice.

Planning and organisational skills

Prioritising workload to meet strict timeframes in an autonomous manner.

### Desirable

Experience with or within a government legal environment

Knowledge of legal issues affecting state and national policing

## Capability Framework

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The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

## Leadership Context

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We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Multiple Area Leader**.

Position Title: Principal Solicitor	Level: Specified Calling Level 5	Position Number: Generic 684
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## Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
A/Senior Organisational Design Consultant Organisational Design and Analysis	Helen Mashiah	16/01/2026
Commander Legal Services	Anthony Lee	16/01/2026