



State Solicitor's Office

Job Description Form

Solicitor

State Solicitor's Office

Position details

Position Number: Generic

Classification Level: L3 Legal Grade

Award/Agreement: PSCSA 2022

Position Status: Permanent

Organisation Unit: State Solicitor's Office

Physical Location: Perth CBD

Reporting relationships

Responsible to: Various

This position: Solicitor

Direct reports:

Overview

The State Solicitor's Office provides a broad range of legal services to the Attorney General, the Government, its departments and agencies. These services include the provision of legal advice, representation as counsel in courts and tribunals and safeguarding the interest of the State. The State Solicitor's Office aims to provide these services in a cost effective and timely manner.

Job description

The provision of legal advice and advocacy on a range of routine and moderately complex legal matters in one or more the following areas:

- Advice and Policy
- Native Title and State Land issues
- Commercial transactions
- Civil and regulatory litigation

Role specific responsibilities

Characteristics

This level is for more experienced legal practitioners 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.

General Features of Duties and Responsibilities

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:

- 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)
- the commencement and undertaking of prosecutions in courts of summary jurisdiction under Part 3 of the *Criminal Procedure Act 2004*

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 *Work Health and Safety Act 2020*.

Occupational health and Safety

Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the department'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, demonstrates the following capabilities, skills, knowledge and experience.

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.

Overall legal ability

Demonstrates legal ability and knowledge in advising on matters of legal and factual complexity.

Conduct of practice

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.

Legal skills

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.

Teamwork

Effectively works as a member of a team, including providing support to more junior legal practitioners including as a buddy.

Supervision of others

Effectively supervises paralegal support in relation to matters undertaken by SSO.

Policy sensitivity

Handle matters of complexity and sensitivity with assistance and supervision from more senior legal practitioners

As counsel

Acts as counsel in routine matters in the Magistrates Court, District Court and tribunals, including appeals from inferior courts and the tribunals.

Negotiations

Conduct negotiations on matters of moderate complexity and sensitivity.

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 2023