



# State Solicitor's Office

## Job Description Form

### Senior Assistant State Solicitor

#### State Solicitor's Office

##### Position details

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Position Number: Generic

Classification Level: L6 Legal Grade

Award/Agreement: PSCSA 2022

Position Status: Permanent

Organisation Unit: State Solicitor's Office

Physical Location: Perth CBD

##### Reporting relationships

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Responsible to: Deputy State Solicitor

**This position: Senior Assistant State Solicitor**

Direct reports:

##### Overview

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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

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The provision of legal advice and advocacy on a range of 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

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### Characteristics

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.

### 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

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.

## Job related requirements

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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**

Demonstrate a high degree of legal ability and knowledge in advising on matters of policy and of legal and factual complexity.

### **Conduct of practice**

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.

### **Legal skills**

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.

### **Teamwork**

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.

### **Supervision of others**

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.

### **Policy sensitivity**

Deals with legal issues of considerable political or departmental sensitivity routinely and appropriately.

### **As counsel**

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.

### **Negotiations**

Conduct negotiations in matters involving according to the risk and responsibility matrix from time to time.

### **Desirable skills**

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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.

**Special requirements/equipment**

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Nil

**Certification**

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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