



# State Solicitor's Office

## Job Description Form

### Law Graduate

#### Position details

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Classification Level: Level 4  
Award/Agreement: PSCSA 2021  
Position Status: Fixed Term  
Organisation Unit: State Solicitor's Office  
Physical Location: Perth CBD

#### Reporting relationships

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Responsible to: Graduate Lead Solicitor

**This position: Law Graduate**

Direct reports: Nil

#### Overview

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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

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The Law Graduate participates in rotational opportunities and formal training and development across Practice Areas, and undertakes meaningful work for

the Government on a broad range of legal matters under the supervision of Senior Legal Officers.

### **Role specific responsibilities**

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Under the direct supervision of a Senior Legal Officers, the Law Graduate is responsible for:

- Learning the practice of law and its application to the operations of the Government of the State of Western Australia, its departments and instrumentalities.
- Undertaking work across all practice areas on a rotational basis including:
  - o a wide range of litigation in courts and tribunals at all levels;
  - o appearing as counsel in courts and tribunals on suitable matters where admission to practice is not a pre-condition to the appearance;
  - o researching and preparing draft legal advice of a range of complexity;
  - o assisting the drafting of commercial documentation.
- Liaison directly with State Solicitor's Office clients in the conduct and management of matters
- Developing an in-depth understanding of how different Government departments and agencies operate;
- Participating in mentoring and support opportunities offered as part of Law Graduate development.

### **Job related requirements**

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In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

- Strong university academic results with an academic qualification in the law approved under the *Legal Profession (Admission) Rules 2009*
- Excellent written and oral communication skills
- The ability to establish professional working relationships with internal and external stakeholders
- Demonstrated interest in the law and conventions relating to the State Government.

### **Special requirements/equipment**

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The following outlines pre-employment assessment requirements:

- Nationally Coordinated Criminal History Check
- Psychometric Check

**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: \_\_\_\_\_