



# Solicitor

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

Standards and Legal

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

Legal Services Division

**Work Unit:****Position Description Number:**

Generic 602

**Level:**

Specified Calling Level 3

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**Employment Conditions**

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

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**Position Objective**

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

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**Role of Work Unit**

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.

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**Reporting Relationships**

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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## Key Accountabilities

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### 1 Legal Matters (95%)

- 1.1 Provides high-quality legal opinion in a timely and accurate manner in order to achieve the WA Police Force strategic outcomes and objectives.
- 1.2 Undertakes 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 moderately complex matters.
- 1.6 Negotiates moderately 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.

### 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.

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## Work Related Requirements

### Essential

A Law degree or equivalent. Admitted to practice in the Supreme Court of Western Australia. Holds, or is eligible to hold a local practising certificate

Ability to conduct complex legal research

Ability to act as an advocate

Analytical and conceptual skills

Communication skills

Planning and organisational skills

### Desirable

Experience with or within a government legal environment

Knowledge of legal issues affecting state and national policing

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

Possession of relevant experience (approx. 3 years or more).

Applying research in a law enforcement environment. Providing advice and information on the law applicable to policing.

Representing the agency in courts and tribunals as counsel appropriate to level. Preparing and arguing moderately complex matters in courts and tribunals.

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

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

Prioritising workloads to meet strict timeframes in an autonomous manner.

Working with representatives from the Office of the Director of Public Prosecutions, State Solicitor's Office, etc.

## Capability Framework

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

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 **Leading Leaders**.

## Certification

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

Position Title and Work Unit	Name	Date
Organisational Design Officer Organisational Design and Analysis	Julie Norrish	24/06/2025
Commander Legal Services	Anthony Lee	23/06/2025