



**DEPARTMENT OF JUSTICE  
STATE SOLICITOR'S OFFICE  
WESTERN AUSTRALIA**

# **DEPUTY STATE SOLICITOR COMMERCIAL**

**INFORMATION FOR APPLICANTS**

**June 2018**

## Office Overview

The State Solicitor's Office (formerly the Crown Solicitor's Office) is the longest standing legal office in Perth having been established 1838.

Today the Office is highly regarded as a leading legal service provider offering a broad range of legal services to the West Australian State Government and Ministers, and to over 120 client departments, instrumentalities and statutory corporations.

Under the leadership of the State Solicitor, the Office:

- Provides legal advice.
- Conducts litigation.
- Conducts government commercial and conveyancing matters.
- Provides representation as counsel in courts and tribunals.
- Prepares legal documents.

The State Solicitor's Office also advises the Attorney General on legal matters, including those relating to law reform.

Centrally located in the Perth CBD, the State Solicitor's Office has a staff contingent of approximately 233, including 148 lawyers and over 85 administrative, research, paralegal and support staff. Several lawyers are placed on site with major clients to provide some on-the-spot legal services. The Office generally recruits at a junior level through its highly regarded legal graduate program, although selective appointments – such as for this position – are made at higher levels.

In 2017/18 the State Solicitor's Office had a gross annual operating expenditure of approximately \$40 million, with a corresponding offsetting revenue stream derived from a combination of a parliamentary appropriation, legal charges and fees and salary recoups.

## Position Overview

The Deputy State Solicitor is one of two Deputies, each with individual areas of specialisation, reporting to the State Solicitor. The appointee to this position will be responsible for providing high level legal advice on commercial matters involving the State and its instrumentalities. The Deputy State Solicitor also undertakes a key leadership role within the Office.

Demonstrating an extensive knowledge of the statutes and legal principles material to commercial activities of the State, the Deputy State Solicitor, Commercial will use their well developed negotiation and legal skills to conduct, coordinate and complete sensitive commercial matters and lead a team of commercial lawyers and support staff.

### Responsibilities of the Position

The responsibilities of the position are detailed in the Job Description Form which forms part of this package. The key responsibilities of the Deputy State Solicitor include:

1. Effective management of a team of commercial lawyers and support staff involved in the conduct of commercial negotiations, the drafting of commercial and conveyancing documentation and the provision of legal advice. In so doing, the person in this position has responsibility to ensure:
  - the appropriate allocation and management of work and resources;
  - appropriate mentoring and coaching of staff;
  - compliance with relevant human resource management practices.
2. Provision, at the highest level, of professional services, including:
  - providing, with significant autonomy, legal, commercial and policy advice to clients on a broad range of matters, particularly of a commercial nature;
  - developing and monitoring high level trusted adviser relationships with clients;
  - conducting and coordinating complex and/or sensitive commercial negotiations on behalf of the State and its instrumentalities;

- drafting complex and innovative commercial documentation in which the State, or its instrumentalities, have an interest; and
  - effective management of external service providers in support of services provided by the Office;
  - clearly identify client commercial and policy objectives and constraints for transactions undertaken by government.
3. Contribution to the ongoing development of the State Solicitor's Office, including providing:
- leadership and role modelling, and
  - strategic vision and innovation in legal practice.

In undertaking these responsibilities, the Deputy State Solicitor will demonstrate the highest levels of personal integrity, honesty and ethical standards.

### **Major Challenges**

The major challenges of the position centre on providing:

- Leadership and innovation to establish a contemporary framework for the provision of legal services to the State.
- Direction and motivation to members of staff, particularly those involved in the commercial work of the State Solicitor's Office.
- Further development of credible and open relationships with major clients of the State Solicitor's Office.

### **Work Related Requirements**

#### **ESSENTIAL CRITERIA**

##### **1. Qualifications**

Legal Practitioner, admitted or eligible for admission to practice in Western Australia.

##### **2. Professional skills and experience including:**

- Experience in the drafting of complex and innovative commercial documentation.
- High level of experience and ability in the provision of advice to clients on complex and/or sensitive legal and policy matters, particularly matters of a commercial nature.
- Extensive experience and ability in the negotiation, conduct and coordination of complex or sensitive commercial matters.
- Sound knowledge of the statutes and legal principles material to commercial activities of the State and its instrumentalities.

##### **3. Organisational skills and experience including:**

- Capacity to effectively work with, coordinate and supervise junior and senior lawyers in the conduct of commercial negotiations, the drafting of commercial and conveyancing documentation and the provision of legal advice.
- Capacity to manage and allocate work and resources to achieve effective and efficient outcomes and to meet client needs.
- Capacity to mentor and coach staff.
- Capacity to apply sound human resource management practices including the application of EEO principles and diversity management.
- Project management skills

##### **4. Personal Characteristics including:**

- Personal integrity, honesty and high ethical standards.
- High level analytical and conceptual abilities.
- Excellent communication and interpersonal skills and abilities.

## Employment Conditions

### Term of Appointment

The successful applicant to this full time position will be offered a five year contract, with the possibility of extension (dependent on performance).

A successful applicant currently employed on a permanent basis within the WA public sector will elect to forego permanency to take up this position. Under the conditions of the contract they will not be entitled to the right of return to a department or organisation provided by section 58 of the Act.

### Remuneration Package

An attractive remuneration package will be offered including salary, superannuation and private use of a motor vehicle (or notional value), with the salary to be determined by the WA Salaries and Allowances Tribunal ([www.sat.wa.gov.au](http://www.sat.wa.gov.au)).

### Leave, Allowances and other Employee Entitlements

Attractive leave and other benefits are available to the successful applicant. These benefits include four weeks annual leave per annum and generous personal leave and other benefits analogous to WA public sector conditions as prescribed under the WA *Public Service Award 1992* and the *Public Service and Government Officers CSA General Agreement 2017*.

The Award and Agreement can be accessed via the WA Department of Commerce's website at [www.commerce.wa.gov.au](http://www.commerce.wa.gov.au).

### Salary Packaging

Some salary packaging arrangements may be entered into by the successful applicant in accordance with prevailing WA Government policy.

### Residency Requirements

To be eligible for appointment, applicants must be Australian citizens or have permanent residency status.

### Criminal Record Screening

Appointment to this, and all positions in the State Solicitor's Office, is subject to formal criminal records screening conducted by the Department of Justice. Strict safeguards and confidentiality arrangements are in place to protect the rights of all individuals screened.

## Applications

### Confidentiality

All applications will be treated in strictest confidence.

### The Application

Applications must be submitted in writing. The selection panel will use the written application to assist in the assessment of your skills and abilities against the work related requirements. Your application will need to demonstrate previous experience, skills, knowledge and qualifications relevant to all of the job requirements.

### The application should consist of the following:

- A current resume.
- The names and contact details of at least two recent professional referees who the panel may contact to obtain information relevant to your application and to assist the selection process.
- Copies of formal qualifications or proof of admission to practice.
- A statement of no more than 3 pages outlining:
  - (i) How you would approach the role of Deputy State Solicitor, Commercial.
  - (ii) What you have achieved in your legal career that will demonstrate an ability to effectively fulfill the role of Deputy State Solicitor (citing specific and verifiable examples).
  - (iii) How you would judge your success in the role.

*All work related requirements as listed in the Job Description Form (and this document) will be assessed at some stage of the selection process.*

### **How to submit your application**

#### Online

The department's preferred option is for job applications to be lodged online through the 'current vacancies' section at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au) . You will receive an electronic receipt confirming your application has been submitted.

If you do not have access to the internet, you can apply by post. You will need to complete a hard copy 'Application for Vacancy' form. Do not put applications in plastic sleeves or cardboard binders. Include your name on all submitted documents. Send applications (marked Confidential Advertised Vacancy) by:

#### Post

DOJ Recruiting Branch  
Department of Justice  
GPO Box F317  
PERTH WA 6841

#### Hand Delivery

Reception (Recruitment Branch – Job Applications)  
Department of Justice  
Level 23 David Malcolm Justice Centre  
28 Barrack Street  
PERTH WA 6000

### **Late Applications**

Please note that it is your responsibility to ensure that the application is received by Department of Justice's Recruitment Branch before the nominated closing time.

Late applications cannot be considered. If you are posting your application, do it several working days before the closing date as we do not take responsibility for the postal service's failure to deliver an application before the closing date.

### **Further Information**

For any information on this excellent opportunity, please contact:

Nicholas Egan  
State Solicitor  
(08) 9264 1871  
[n.egan@sso.wa.gov.au](mailto:n.egan@sso.wa.gov.au)

For information on the recruitment process or any conditions of employment please contact:

Keith Whitehouse,  
General Manager  
(08) 9264 1897  
[k.whitehouse@sso.wa.gov.au](mailto:k.whitehouse@sso.wa.gov.au)

All requests for information will be dealt with in confidence.