



Government of **Western Australia**
Department of **Justice**

Job Description Form

Department of Justice

To provide high quality and accessible justice, legal, registry, guardianship & trustee services that meet the needs of the community and government.

Position Title Deputy State Solicitor		
Effective Date May 2014	Position Number 1258	Level DEPSS (S&A Tribunal determination)
Division State Solicitor's Office	Directorate	Branch Commercial

Divisional Outcomes

The State Solicitor's Office provides a broad range of legal services to the Government, its departments and agencies.

These services include the provision of legal advice; the preparation of legal documents, the conduct of litigation and representation as counsel in courts and tribunals.

The State Solicitor's Office aims to provide these services in a cost effective and timely way, consistent with the necessity to maintain legal excellence and integrity in the Government's legal dealings.

Directorate Outputs

Branch Outputs

Role Of This Position

Provide high level legal advice across a broad range of commercial issues; conduct, coordinate and complete complex and sensitive commercial matters and lead a team of commercial lawyers and support staff.

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Responsibilities Of This Position

The primary responsibilities of this position are:

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.

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 *Occupational Health and Safety Act 1984*.

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.

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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:**

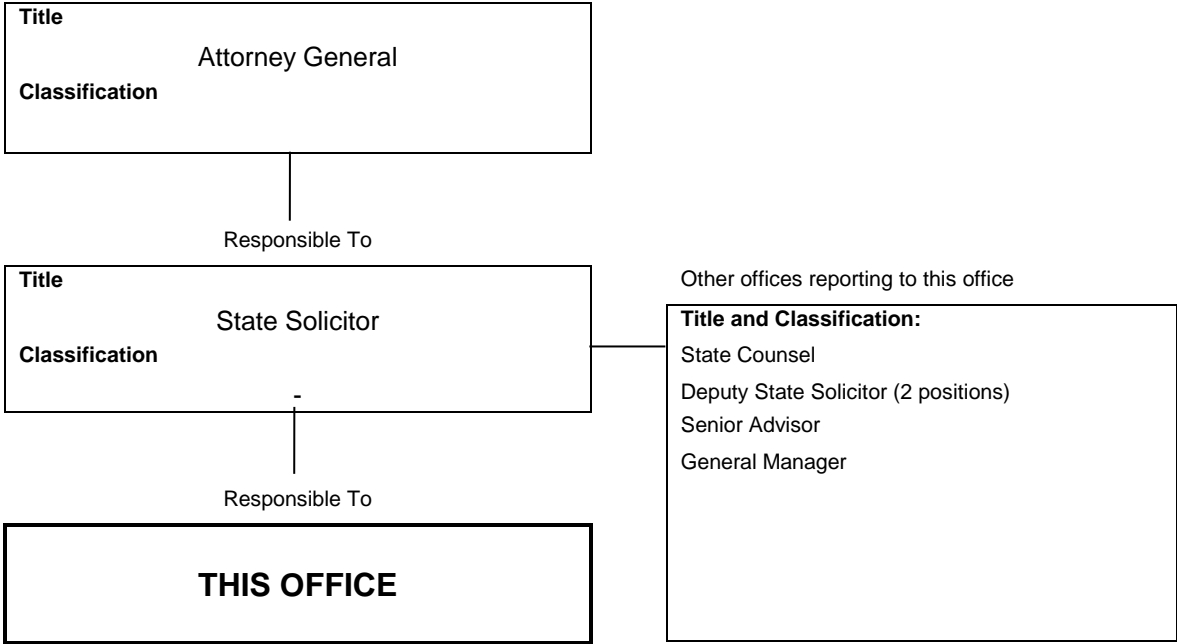
- Capacity to effectively work with, coordinate and supervise junior and senior lawyers in the conduct of commercial negotiations, the drafting of commercial and conveyancing documentation and the provision of legal advice.
- Capacity to manage and allocate work and resources to achieve effective and 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.

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Reporting Relationships



Offices currently under direct responsibility

Title	Classification	Number of FTEs Supervised and controlled
Senior Assistant State Solicitor	Class 4	5
Senior Assistant State Solicitor	Class 3	1
Assistant State Solicitor	Class 1	3
Assistant State Solicitor	Level 7/8	4
Legal Officer	Level 6/7	2
Legal Officer	Level 4/5	1

LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/G.E.H.A., free/rental, etc.	LOCATION Perth CBD
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	ACCOMMODATION Not applicable
See <i>Information for Applicants</i> handout.	

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Executive Director / Chief Executive Officer
Signature
Date