

Department of Justice State Solicitor's Office



Job Information Package Senior Managing Law Clerk Level 6 Pool

About the State Solicitor's Office

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

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, we have a staff contingent of approximately 115 lawyers and over 80 support staff.

Senior Managing Law Clerk Level 6 Pool

The State Solicitor's Office is looking for outstanding senior paralegal industry leaders who will thrive in the dynamic environment of providing legal services to Government of Western Australia. The Office is also specifically looking for senior paralegal leaders that are committed to supporting and actively participate in the development of the Office's strategic goals.

Senior Managing Law Clerk

Senior Managing Law Clerks within the State Solicitor's Office are responsible for providing high-level paralegal assistance to senior lawyers and in most cases also manage and lead a small team of junior law clerks in the areas of:

- Recoveries
- Native Title
- Commercial and conveyancing
- Litigation

It is essential that Senior Managing Law Clerks possess significant paralegal experience and are comfortable using independent judgement in carrying out complex paralegal work. The position is required to manage complex legal files, which would not normally be subject to review, by senior officers.

Please carefully read the role, responsibilities and work related requirements in this information package and use the information provided to write your response.

Though you do not need to address all the work related requirements at this stage the panel will assess your suitability for these positions against them at various stages during the selection process.

What is a recruitment pool?

A recruitment pool is a merit selection process that assesses and establishes a pool of successful applicants for a fixed period (in this case for 12 months) to fill current and future vacancies.

Suitability

Though these positions do not require the occupant to hold formal qualifications it is reasonable to expect:

- that the applicant has or is undertaking some form of related study;
- significant experience in the management and leadership of teams within a legal environment;
- significant knowledge and experience in the management of legal matters;
- significant working knowledge and experience in procedural law relevant to Civil Litigation.

Please note, this role does not meet the work placement requirements for a law graduate diploma in legal practice. Information on our Office's Law Graduate Program is available on the State Solicitor's pages on the Department of Justice's website (www.justice.wa.gov.au) and further information can be obtained from the Workforce Coordinator on 9264 1005.

Role description

The **Senior Managing Law Clerk** is responsible for managing an effective team to ensure that appropriate support is provided to the State Solicitor's Office's Legal Officers and clients, and ensuring effective working relationships are established and maintained between all members of the team, Legal Officers and other State Solicitor's Office workgroups.

The position holder possesses significant paralegal experience and uses independent judgement to carry out complex paralegal work. The position holder is required to manage complex legal files, which would not normally be subject to review, by senior officers.

Senior Managing Law Clerk Responsibilities

Management of Legal Matters

- Provides paralegal services on very complex/sensitive matters of a factual and legal nature.
- Exercises independent judgement in carrying out paralegal services.
- Provides a high degree of ability and knowledge in advising on factual and paralegal matters.
- Exercises a degree of creativity in legal document drafting.
- Drafts legal documents and correspondence in matters of a very complex or sensitive nature.

Research

- Undertakes research, examination, enquiries and reports on complex paralegal and factual matters.

Advocacy

- Appears as advocate in complex Chambers, Taxation of Costs and Repayment Order hearings
- With limited supervision conducts negotiations and uses judgement on matters of a complex or sensitive nature.

Information and Knowledge Management

- Provides ongoing training / information sessions on practice and procedural law within area of expertise.
- Monitors to ensure the effective use of information and knowledge within the Office.
- Contributes to the development of strategies for information and knowledge management for the Paralegal Staff.
- Provides clients with advice and support in relation to the matter.
- Provides assistance and advice to members of the Office on procedural law.

Leadership

- Provides leadership and support to the members of the team to achieve identified outcomes.
- Ensures effective two way communication between management and staff.

People Management

- Manages human resources for the Team.
- Responsible for building and ensuring effective teams, recruitment and selection, performance management, training and development.
- Provides ongoing training / information sessions on practice and procedural law within area of expertise
- Plans, schedules and controls daily work activity of the team.

Financial Management

- Ensures integrity of accounts.
- Reconciles monthly accounts and authorising settlement payments.

Planning

- Contributes to the development of Business Plans for the State Solicitor's Office.

- Develops operational plans for the team.

Policy and Procedures

- Implements, contributes and ensures compliance with organisational policy and procedures.

Resource Management

- Plans and monitors adequate resource allocations to achieve work outcomes.

Cultural Change

- Creates a team environment that supports a positive and innovative organisational culture.
- Establishes and maintains an effective, committed workplace team. Manages and implements change.

Continuous Improvement

- Assists in the identification and implements opportunity for continuous improvement within the Office.
- Assists in the management and reviews to improve processes, environment and systems

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.

Senior Managing Law Clerk Work related requirements

ESSENTIAL SKILLS

Communication:

- Well developed written and verbal communication and interpersonal skills.

Management of matters:

- The ability to draft relevant complex/difficult legal documents.
- The ability to interpret and apply legislation.
- The ability to undertake effective research in the management of complex and/or sensitive matters.
- The ability to exercise independent judgment in the management of matters.

Leadership:

- Demonstrated ability to guide, direct, motivate and develop others and to lead with a positive, proactive and client focused approach.

ESSENTIAL KNOWLEDGE / EXPERIENCE

- Significant knowledge and experience in procedural law and in the management of legal matters relevant to Civil Litigation.
- Management experience within a legal environment with particular emphasis on people management.

QUALIFICATIONS (HIGHLY DESIRABLE)

Possession of or progress towards post secondary studies in Justice or Legal Studies.

For further Information

Please contact Grace Hardy, A/Manager Litigation Support on 9264 1678 if you would like further information on this role.

To apply for this position

To apply please provide:

- A cover letter of no more than two (2) A4 pages detailing:
 - the types of legal matters you have been responsible for managing and the extent of your management involvement, paying particular attention to matters of high complexity or sensitivity; and
 - your experience as the leader of a team within a legal environment. Provide details of the strategies you have implemented to ensure your team maintains high levels of performance, establishes effective working relationships and contributes to the desired outcomes of the organisation.
- A current resume detailing your paralegal and management experience along with the contact details of two current referees.

All work related requirements as listed in the application package will be assessed at some stage of the selection process.

Successful applicants will be placed in a recruitment pool from which offers of employment for this and other similar positions may be made over the next twelve months.

How to submit your application

Online

The department's preferred option is for job applications to be lodged online through the 'current vacancies' section on our website. 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

HR & Payroll Services
Human Resources
Department of Justice
GPO Box F317
PERTH WA 6841

Hand Delivery

Reception (HR & Payroll Services)
Department of Justice
Level 23 David Malcolm Justice Centre
28 Barrack Street
PERTH WA 6000