



Job Description Form

Department of Justice Purpose

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

Position Title Law Graduate		
Effective Date April 2019	Position Number Generic	Level Level 4
Division State Solicitor's Office	Directorate	Branch

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

Conducts and advises on a broad range of legal matters under supervision of the State Solicitor and Legal Officers from the State Solicitor's Office.

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Responsibilities Of This Position

Learning the practice of law, including particularly its application to the operations of the state government, its departments and instrumentalities, through the undertaking, under the general supervision of the State Solicitor and the direct supervision of legal practitioners employed in the State Solicitor's Office, of the following responsibilities:

- Assist in the conduct of litigation in courts and tribunals at all levels
- Appear as counsel in courts and tribunals, where admission to practice is not a pre-condition to the appearance
- Research and prepare draft legal advice of a range of complexity
- Assist in the drafting of commercial documentation

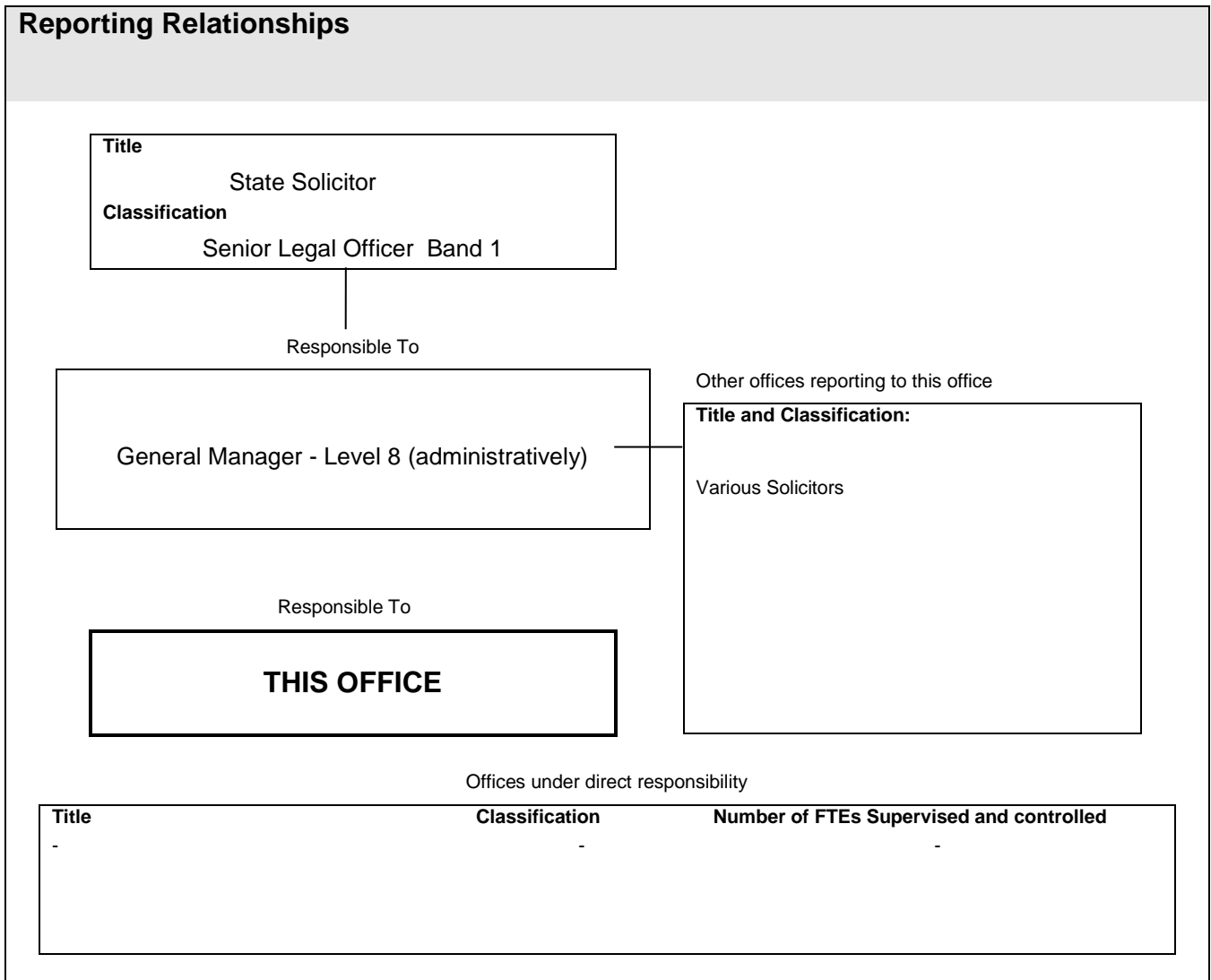
Corporate citizenship:

- 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*.
- Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the department's policies and any other direction given for their safety and health in the workplace.

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Work Related Requirements
<i>The following work-related requirements will be assessed at different stages of the selection process.</i>
<p>Essential Qualifications</p> <ul style="list-style-type: none"> • An academic qualification in the law approved under the Legal Profession (Admission) Rules 2009
<p>Essential Skills</p> <ul style="list-style-type: none"> • Academic and intellectual ability • High level written and oral communication skills • The ability to establish sound working relationships with co-employees and third parties • Demonstrated interest in the law and conventions relating to the State government, its departments and instrumentalities
<p>Confidentiality</p> <ul style="list-style-type: none"> • Maintains complete confidentiality in relation to all confidential information coming to the person's knowledge in the course of employment.

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LOCATION AND ACCOMMODATION	LOCATION Perth ACCOMMODATION Nil
ALLOWANCES/SPECIAL CONDITIONS	Nil

Certification

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

BRANCH/DIVISION/DIRECTORATE HEAD: State Solicitor Nick Egan
Signature
Date