



Job Description Form

Professional Assistant

Solicitor-General's Office

Position details

Classification Level: 3

Award/Agreement: PSA 1992/ Public Sector CSA Agreement 2021

Position Status: Permanent

Organisation Unit: Solicitor-General's Office

Physical Location: Perth CBD

Reporting relationships

Responsible to: Solicitor-General

This position: Professional Assistant - Level 3

Direct reports: NIL

Overview

The Solicitor-General is the principal legal adviser to the Attorney General and, through the Attorney General, to Government and its agencies. In addition, the Solicitor-General appears in court as counsel for the State and, when requested by the Attorney General, for agencies of the State and other bodies.

The first law officer of the State is the Attorney General, which is a political position; the second law officer of the State is the Solicitor-General which is an independent position. There is an interconnection between the two roles, and the Attorney General can delegate functions to the Solicitor-General.

The Solicitor-General's Office works closely with the State Solicitor's Office in litigation and advice work to Government.

Job description

The Solicitor-General's Professional Assistant is responsible for assisting the Solicitor-General in High Court litigation, and provides legal research and assistance to the Solicitor-General, primarily in constitutional law.

Role specific responsibilities

- Provide assistance to the Solicitor-General, including:
 - Attending the High Court, Supreme Court and other courts and tribunals.
 - Researching case law, primarily in the area of constitutional law.
 - Directly assisting the drafting of pleadings, submissions and lists of authorities.
 - Assisting in researching and drafting advice to the Attorney General and government on legal issues and the government's legislative program, primarily in the area of constitutional law.
 - Researching legal and policy issues on a broad range of matters relevant to the activities of the WA Government and government departments, agencies and instrumentalities.
 - Researching the provisions and effect of a broad range of Western Australian legislation and also researching legislation of the Commonwealth and other Australian and overseas parliaments.
- Assisting the Solicitor-General in the administration of their practice.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

Understands the reasons for decisions made within the Office and should be able to explain how they are related to their work. Identifies issues that may impact on the achievement of goals and informs supervisor, utilises knowledge of the work environment to contribute to planning activities. Draws information from a variety of sources and apply common sense to analyse what information is important/relevant.

Achieve Results

Reschedules and reorganises work to reflect changes in priorities. Demonstrates knowledge of new programs, plans or services that are relevant to the position and maintains accurate records and files. Ensures that tasks are completed within allocated timeframes.

Builds Productive Relationships

Builds and maintains relationships with senior management colleagues and client. Shares information with stakeholders and ensures that relevant/important information is shared where required. Understands and acts on constructive feedback.

Exemplifies Personal Integrity and Self-Awareness

Adheres to the Code of Conduct in all interactions, behaves in an honest professional and ethical way. Checks and confirms the accuracy of all information prior to release and takes responsibility for the completion of work and seeks guidance where necessary. Meets agreed performance levels and seeks and accepts supervisor feedback and guidance.

Communicates and Influences Effectively

Communicates clearly and succinctly, both orally and in writing. Gains a clear understanding of others comments by actively listening and asking questions to ensure understanding. Checks that own views have been understood and able to discuss issues thoughtfully without becoming aggressive.

Role Specific Criteria

- Bachelor of Laws (or equivalent) degree or significant progress towards the completion.
- Proven ability to undertake legal research.
- Demonstrated interest in constitutional law and conventions relating to the State government, its departments and instrumentalities.

Special requirements/equipment

Nil

Certification

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

Solicitor-General

Signature: *Asha Thangar* Date: 19/09/2022

HR certification date: September 2022