

Role Description

Senior Solicitor



Role Description Fields	Details
Cluster	Stronger Communities
Department/Agency	Crown Solicitor's Office
Division/Branch/Unit	Legal Division
Role number	TBC
Classification/Grade/Band	Legal Officer Grade IV
Senior executive work level standards	Not Applicable
ANZSCO Code	271311
PCAT Code	1118192
Date of Approval	31 March 2015
Agency Website	www.cso.nsw.gov.au

Agency overview

The Crown Solicitor's Office (CSO) is the largest provider of legal services to the NSW Government and its agencies, and the sole provider of legal services in all matters which are regarded as being core to Government functions. The CSO exists to be the NSW Government's most trusted legal advisors. The core aims of the CSO are to deliver high-quality, cost-effective legal services, provide exceptional customer service to the NSW Government and its agencies and foster a culture of continuous improvement in the way we work.

The CSO, headed by the Crown Solicitor, is a Public Service Executive agency related to the Department of Communities and Justice under the Government Sector Employment Act 2013. For more information, go to www.cso.nsw.gov.au

Primary purpose of the role

Conduct appropriate legal matters (advice, transaction and/or litigation) within a specialist Practice Group to ensure the provision of high quality, cost effective and client focussed legal services which contribute to the achievement of the CSO's business goals.

Key accountabilities

- Conduct appropriate assigned legal matters in accordance with clients' instructions, tender and legislative requirements and CSO policies, procedures, guidelines and precedents to ensure the highest legal advice and representation.
- Participate in file reviews of the role's legal matters to identify and manage risk in matters and to ensure compliance with CSO practice management standards and procedures.
- Apply a Project Management approach such as cost estimates (matter calculators) and matter programs in the conduct of legal matters and provide information to comply with legal services panel requirements and CSO policies and standards.

- Comply with CSO practice management standards, policies and procedures including: accurately and contemporaneously recording time spent on legal work; estimating costs and disbursements; checking draft bills; updating client reports and contributing to the development and maintenance of precedents; in order to assist the commercial operation of the CSO.
- Contribute (as required) material for tenders submitted by the CSO relevant to the Group, prepare draft articles for the CSO Newsletter and group e-bulletins and participate in the delivery of legal seminars and training to clients to promote the CSO as the legal service provider of choice.
- Enhance legal knowledge and skills by attending professional development and in-house training opportunities, to ensure achievement of agreed performance levels and capability development.

Key challenges

- Responding to competing and urgent demands given the need to balance client expectations and tight deadlines while keeping abreast of current developments in the areas of law in which the Practice Group specialises.
- Perform untied legal work in competition with the private sector given budget constraints and operating as a Public Service Executive Agency.

Key relationships

Internal

Who	Why
Assistant Crown Solicitor, Director Legal Practice Group, Special Counsel and Senior Solicitors Grade V and VI	<ul style="list-style-type: none"> • To receive supervision, guidance and advice in the conduct of legal matters and to provide assistance to them in the conduct of their matters.
Solicitors I-III, Graduates and Paralegals	<ul style="list-style-type: none"> • To give appropriate instructions re assistance to be provided.
Solicitor Advocates	<ul style="list-style-type: none"> • To provide instructions.

External

Who	Why
Clients in agencies	<ul style="list-style-type: none"> • To receive instructions, conduct legal matters and build positive relationships.
Counsel, witnesses, experts, other members of the legal profession and court officials	<ul style="list-style-type: none"> • To conduct legal matters.

Role dimensions

Decision making

Decide the priority to be afforded to the performance of work relating to the conduct of legal matters assigned to the role, subject to any direction by the supervising solicitor, court requirements and clients' instructions.

Reporting line

On legal matters - to the supervisor assigned to the matter.
On non-legal matters – in accordance with supervision structure.

Direct reports

On legal matters – Grade I-III solicitors and paralegals providing assistance.

Budget/Expenditure

The role exercises financial delegations in accordance with the CSO's Delegations.

Essential requirements

- Completion of a law degree from an accredited law school or completion of the Legal Practitioners Admission Board's Diploma in Law Course.
- Admission or eligibility for admission as a legal practitioner in NSW.
- Developed legal skills and experience which enable provision of advice and representation in appropriate legal matters in areas of law in which the Crown Solicitor specialises.
- Undertake Criminal Record Check and Working with Children Check.
- Travel for regional or interstate court and other commitments subject to the application of any discrimination legislation (including in respect of carer's responsibilities).

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

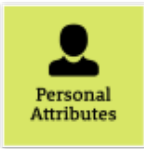
The capabilities are separated into focus capabilities and complementary capabilities

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none">• Be flexible, show initiative and respond quickly when situations change• Give frank and honest feedback and advice• Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately• Raise and work through challenging issues and seek alternatives• Remain composed and calm under pressure and in challenging situations	Adept



Manage Self

Show drive and motivation, an ability to self-reflect and a commitment to learning

- Adapt existing skills to new situations
- Show commitment to achieving work goals
- Show awareness of own strengths and areas for growth, and develop and apply new skills
- Seek feedback from colleagues and stakeholders
- Stay motivated when tasks become difficult

Intermediate



Communicate Effectively

Communicate clearly, actively listen to others, and respond with understanding and respect

- Tailor communication to diverse audiences
- Clearly explain complex concepts and arguments to individuals and groups
- Create opportunities for others to be heard, listen attentively and encourage them to express their views
- Share information across teams and units to enable informed decision making
- Write fluently in plain English and in a range of styles and formats
- Use contemporary communication channels to share information, engage and interact with diverse audiences

Adept



Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Identify the facts and type of data needed to understand a problem or explore an opportunity
- Research and analyse information to make recommendations based on relevant evidence
- Identify issues that may hinder the completion of tasks and find appropriate solutions
- Be willing to seek input from others and share own ideas to achieve best outcomes
- Generate ideas and identify ways to improve systems and processes to meet user needs

Intermediate



Demonstrate Accountability

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

- Be proactive in taking responsibility and being accountable for own actions
- Understand delegations and act within authority levels
- Identify and follow safe work practices, and be vigilant about own and others' application of these practices
- Be aware of risks and act on or escalate risks, as appropriate
- Use financial and other resources responsibly

Intermediate



Project Management

Understand and apply effective planning, coordination and control methods






- Understand all components of the project management process, including the need to consider change management to realise business benefits
- Prepare clear project proposals and accurate estimates of required costs and resources
- Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements
- Identify and evaluate risks associated with the project and develop mitigation strategies
- Identify and consult stakeholders to inform the project strategy
- Communicate the project's objectives and its expected benefits
- Monitor the completion of project milestones against goals and take necessary action
- Evaluate progress and identify improvements to inform future projects






Adept

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Foundational
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate

	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Advanced
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational