

Role Description

Solicitor Advocate



Role Description Fields	Details
Cluster	Stronger Communities
Department/Agency	Crown Solicitor's Office
Division/Branch/Unit	Various Practice Groups
Role number	TBC
Classification/Grade/Band	Legal Officer Grade VI
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

Provide professional, efficient and cost-effective advocacy services within one or more specialist Practice Group, to ensure the provision of high quality and client focussed legal services which contribute to the achievement of the CSO's business goals.

Key accountabilities

- Provide advocacy services ethically and in accordance with clients' instructions, tender and legislative requirements and CSO policies, procedures, guidelines and precedents to ensure the highest quality of legal advice and representation.
- Prepare advices, including undertake research, on issues in matters in relation to which the role is providing advocacy services.
- Comply with legal services panel requirements and CSO practice management standards, policies and procedures including: accurately and contemporaneously recording time spent on legal matters; 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 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 of legal matters of significance to the State whilst keeping abreast of current developments in the areas of law in which the Practice Group specialises.
- Perform united 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/s Legal Practice Groups, Special Counsel	<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 with carriage of matters and their supervising solicitors	<ul style="list-style-type: none"> • To receive instructions and to provide advocacy services and advice.

External

Who	Why
Clients, 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 matters assigned to the role, subject to any direction by the supervising solicitor, court requirements and clients' instructions. Decides the manner in which advocacy matters are to be presented, including decisions as to conceding or negotiating points, calling of witnesses or other evidentiary matters

Reporting line

On legal matters - to the Assistant Crown Solicitor, Director Legal Practice, Special Counsel or Solicitor with carriage of matters. On non-legal matters – in accordance with supervision structure.

Direct reports

NA

Budget/Expenditure

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

Key knowledge and experience

- NA

Essential requirements

- Admission or eligibility for admission as a legal practitioner in NSW.
- Highly developed advocacy and legal skills and extensive experience which enable provision of advocacy and advice in highly complex legal matters in which the Practice Group 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">• Remain composed and calm and act constructively in highly pressured and unpredictable environments• Give frank, honest advice in response to strong contrary views• Accept criticism of own ideas and respond in a thoughtful and considered way• Welcome new challenges and persist in raising and working through novel and difficult issues• Develop effective strategies and show decisiveness in dealing with emotionally charged situations and difficult or controversial issues	Advanced



Manage Self

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

- Keep up to date with relevant contemporary knowledge and practices
- Look for and take advantage of opportunities to learn new skills and develop strengths
- Show commitment to achieving challenging goals
- Examine and reflect on own performance
- Seek and respond positively to constructive feedback and guidance
- Demonstrate and maintain a high level of personal motivation

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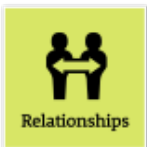


Communicate Effectively

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

- Present with credibility, engage diverse audiences and test levels of understanding
- Translate technical and complex information clearly and concisely for diverse audiences
- Create opportunities for others to contribute to discussion and debate
- Contribute to and promote information sharing across the organisation
- Manage complex communications that involve understanding and responding to multiple and divergent viewpoints
- Explore creative ways to engage diverse audiences and communicate information
- Adjust style and approach to optimise outcomes
- Write fluently and persuasively in plain English and in a range of styles and formats

Advanced



Work Collaboratively

Collaborate with others and value their contribution

- Encourage a culture that recognises the value of collaboration
- Build cooperation and overcome barriers to information sharing and communication across teams and units
- Share lessons learned across teams and units
- Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
- Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services

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Influence and Negotiate

Gain consensus and commitment from others, and resolve issues and conflicts

- Influence others with a fair and considered approach and present persuasive counter-arguments
- Work towards mutually beneficial 'win-win' outcomes
- Show sensitivity and understanding in resolving acute and complex conflicts and differences
- Identify key stakeholders and gain their support in advance
- Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise
- Anticipate and minimise conflict within the organisation and with external stakeholders

Advanced



Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes
- Make sure staff understand expected goals and acknowledge staff success in achieving these
- Identify resource needs and ensure goals are achieved within set budgets and deadlines
- Use business data to evaluate outcomes and inform continuous improvement
- Identify priorities that need to change and ensure the allocation of resources meets new business needs
- Ensure that the financial implications of changed priorities are explicit and budgeted for

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Think and Solve Problems

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

- Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues
- Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others
- Take account of the wider business context when considering options to resolve issues
- Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
- Implement systems and processes that are underpinned by high-quality research and analysis
- Look for opportunities to design innovative solutions to meet user needs and service demands
- Evaluate the performance and effectiveness of services, policies and programs against clear criteria

Advanced



Project Management

Understand and apply effective planning, coordination and control methods









- Perform basic research and analysis to inform and support the achievement of project deliverables
- Contribute to developing project documentation and resource estimates
- Contribute to reviews of progress, outcomes and future improvements
- Identify and escalate possible variances from project plans

Intermediate

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
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Advanced
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	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