

Role Description

Senior Solicitor IV

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| Cluster/Agency | Justice / Crown Solicitor's Office |
| Division/Branch/Unit | Legal Practice Group |
| Location | Sydney |
| Classification/Grade/Band | Legal Officer Grade IV |
| ANZSCO Code | 271311 |
| Role Number | Various |
| PCAT Code | 1118192 |
| Date of Approval | 31 March 2015 |
| Agency Website | www.cso.nsw.gov.au |

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 provides core legal services to the NSW Government on a cost recovery basis and competes with the private sector for general legal work.

The CSO, headed by the Crown Solicitor, is a Public Service Executive agency related to the Department of Justice under the *Government Sector Employment Act 2013*. The CSO's business initiatives are linked to the Department's and Government's goals and directions in terms of the delivery of quality client services and responsiveness to the needs of the NSW Government and its agencies.

The CSO's vision is to be:

- the legal service provider of choice for NSW Government Agencies.
- the legal services employer of choice.

The CSO provides quality legal services to the NSW government and its agencies.

Legal services are provided to the clients of the Crown Solicitor through specialist Legal Practice Groups. The Crown Solicitor heads a Legal Practice Group focusing on Government Law issues. Other Legal Practice Groups are organised into four Legal Divisions, and each Division is headed by an Assistant Crown Solicitor. Each Legal Practice Group is headed by an executive lawyer at Director level.

The Corporate Services Division comprises: Finance and Support Services; Human Resources; Information Technology; Information Services and Marketing and Communications. The Division drives practice consistency and excellence in corporate service delivery. With a strong client focus, it delivers critical corporate functions to support the delivery of excellent legal services.

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

| Who | Why |
|--|--|
| Internal | |
| Assistant Crown Solicitor, Director Legal Practice Group, Special Counsel and Senior Solicitors Grade V and VI | 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 | To give appropriate instructions re assistance to be provided. |
| Solicitor Advocates | To provide instructions. |
| External | |
| Clients | To receive instructions, conduct legal matters and build positive relationships. |
| Counsel, witnesses, experts, other members of the legal profession and court officials | 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 applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

| Capability Group | Capability Name | Level |
|---|---------------------------------------|---------------------|
|  Personal Attributes | Display Resilience and Courage | Adept |
| | Act with Integrity | Intermediate |
| | Manage Self | Intermediate |
| | Value Diversity | Intermediate |
|  Relationships | Communicate Effectively | Adept |
| | Commit to Customer Service | Intermediate |
| | Work Collaboratively | Foundational |
| | Influence and Negotiate | Intermediate |
|  Results | Deliver Results | Foundational |
| | Plan and Prioritise | Foundational |
| | Think and Solve Problems | Intermediate |
| | Demonstrate Accountability | Intermediate |
| | Finance | Foundational |
|  Business Enablers | Technology | Intermediate |
| | Procurement and Contract Management | Foundational |
| | Project Management | Adept |

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|--|--------------|---|
| Personal Attributes Display Resilience and Courage | Adept | <ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change Give frank and honest feedback/advice Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively Raise and work through challenging issues and seek alternatives Keep control of own emotions and stay calm under pressure and in challenging situations |
| Personal Attributes | Intermediate | <ul style="list-style-type: none"> Adapt existing skills to new situations |

NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|---|--------------|--|
| Manage Self | | <ul style="list-style-type: none"> • 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 • Maintain own motivation when tasks become difficult |
| Relationships Communicate Effectively | Adept | <ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats |
| Results Think and Solve Problems | Intermediate | <ul style="list-style-type: none"> • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit |
| Results Demonstrate Accountability | Intermediate | <ul style="list-style-type: none"> • Take responsibility and be accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about their application by self and others • Be alert to risks that might impact the completion of an activity and escalate these when identified • Use financial and other resources responsibly |
| Business Enablers Project Management | Adept | <ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to |

NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|----------------------|-------|--|
| | | others |
| | | <ul style="list-style-type: none">• Monitor the completion of project milestones against goals and initiate amendments where necessary• Evaluate progress and identify improvements to inform future projects |
