

# ROLE DESCRIPTION

## Counsel Assisting Solicitor General and Crown Advocate

<b>Cluster</b>	Stronger Communities	
<b>Department</b>	Department of Communities and Justice	
<b>Division/Branch/Unit</b>	Solicitor General and Crown Advocate Chambers	
<b>Location</b>	Sydney	
<b>Classification/Grade/Band</b>	Legal Officer Grade IV	
<b>Role Number</b>	50006401	
<b>ANZSCO Code</b>	271311	
<b>PCAT Code</b>	2518192	
<b>Date of Approval</b>	8 February 2016 (updated Feb 20)	<b>Ref:</b> SOL 0001
<b>Agency Website</b>	www.dcj.nsw.gov.au	

***Please see job notes and/or advertisement for more information on specific role qualification requirements and relevant experience.***

### Agency overview

The Department of Communities and Justice (DCJ) is the lead agency under the Stronger Communities Cluster. DCJ works to enable everyone's right to access justice and help for families through early intervention and inclusion, with benefits for the whole community. Stronger Communities is focussed on achieving safe, just, inclusive and resilient communities by providing services that are effective and responsive to community needs. For the first time, the creation of DCJ and Stronger Communities provides an opportunity to focus on prevention and early intervention across both the social welfare and justice systems.

### Primary purpose of the role

To undertake legal research for the Solicitor General and Crown Advocate and to provide professional assistance to the Solicitor General and Crown Advocate on constitutional law issues and on civil and criminal law matters.

### Key accountabilities

- Provide high level and accurate research material for use in advices and submissions to court.
- Provide professional and legal advice on constitutional, civil and criminal law matters.
- Provide detailed research on a range of constitutional, civil and criminal matters.
- Meet the exacting quality and time needs of the Solicitor General and Crown Advocate.
- Liaison with external agencies and the legal profession.
- Implement EEO, cultural diversity, OH&S and ethical practice policies and programs to contribute to workplace harmony, integrity and safety and to provide appropriate service to Chamber's clients.

## Key challenges

- Maintaining an excellent and totally confidential working relationship with the Solicitor General and Crown Advocate and be fully aware of the high level and sensitive nature of issues faced by the Solicitor General
- Analysing complex legal issues, discussing issues and presenting written work to the Solicitor General and Crown Advocate.
- Understanding the requirements of government and government authorities for legal representation from the Solicitor General and Crown Advocate.

## Key relationships

Who	Why
<b>Internal</b>	
Solicitor General and Crown Advocate	Allocated work by the Solicitor General and the Crown Advocate and will report directly to them on this work.
Staff	Provide guidance, support, advice and information.
<b>External</b>	
Other Government Agencies	Communicate effectively with high level government officials
Legal Profession	Communicate effectively with high level government officials

## Role dimensions

### Decision making

The role works with a high level of independence and is expected to provide high level advice and research on more complex, contentious or sensitive legal matters.

The role is expected to be proactive in the development of work plans and priorities.

### Reporting line

The role reports to the Solicitor General.

### Direct reports

n/a

### Budget/Expenditure

n/a

## Key knowledge and experience

Extensive knowledge and experience in the relevant area/s of law.

## Essential requirements

Legal Qualifications and with a current NSW practising certificate.

Appointments are subject to reference checks. Some roles may also require the following checks/ clearances:

- National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
- Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

## Capabilities for the role

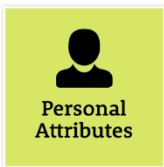
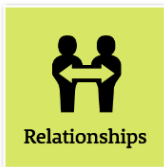
The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for 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
 <p>Personal Attributes</p>	<p><b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values</p>	<ul style="list-style-type: none"> <li>• Model the highest standards of ethical and professional behaviour and reinforce their use</li> <li>• Represent the organisation in an honest, ethical and professional way and set an example for others to follow</li> <li>• Promote a culture of integrity and professionalism within the organisation and in dealings external to government</li> <li>• Monitor ethical practices, standards and systems and reinforce their use</li> <li>• Act promptly on reported breaches of legislation, policies and guidelines</li> </ul>	Advanced
 <p>Relationships</p>	<p><b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> <li>• Present with credibility, engage diverse audiences and test levels of understanding</li> <li>• Translate technical and complex information clearly and concisely for diverse audiences</li> </ul>	Advanced





		<ul style="list-style-type: none"> <li>• Create opportunities for others to contribute to discussion and debate</li> <li>• Contribute to and promote information sharing across the organisation</li> <li>• Manage complex communications that involve understanding and responding to multiple and divergent viewpoints</li> <li>• Explore creative ways to engage diverse audiences and communicate information</li> <li>• Adjust style and approach to optimise outcomes</li> <li>• Write fluently and persuasively in plain English and in a range of styles and formats</li> </ul>	
	<p><b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions</p>	<ul style="list-style-type: none"> <li>• Research and apply critical- thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience</li> <li>• Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience</li> <li>• Seek contributions and ideas from people with diverse backgrounds and experience</li> <li>• Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul>	Adept
	<p><b>Project Management</b> Understand and apply effective planning, coordination and control methods</p>	<ul style="list-style-type: none"> <li>• Perform basic research and analysis to inform and support the achievement of project deliverables</li> <li>• Contribute to developing project documentation and resource estimates</li> <li>• Contribute to reviews of progress, outcomes and future improvements</li> <li>• Identify and escalate possible variances from project plans</li> </ul>	Intermediate

This role also utilises the Legal Professionals Capability Set. The capability set is available at [www.psc.nsw.gov.au/workforce-management/capability-framework/occupation-specific-capability-sets/legal-capability-set](http://www.psc.nsw.gov.au/workforce-management/capability-framework/occupation-specific-capability-sets/legal-capability-set)

## 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 is not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability Group/Sets	Capability Name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	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	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	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	Intermediate

## Complementary Occupation Specific Capabilities



Capability name	Description	Level
Statutory Interpretation	Interpret legislation, subordinate legislation and instruments in accordance with legislation and accepted legal principles	Level 4
Legal Research	Undertake legal research	Level 4
Legal Advice	Provide quality independent legal advice and explanation of legal issues	Level 4
Legal drafting	Prepare legal documents to achieve client outcomes	Level 4