

# POSITION DESCRIPTION

## SENIOR SOLICITOR

<b>POSITION NUMBER</b>	1002
<b>DIRECTORATE</b>	Legal Services
<b>SECTION</b>	Legal Services and General Counsel
<b>REPORTS TO</b>	Director Legal Service and General Counsel
<b>DIRECT REPORTS</b>	Nil
<b>GRADE</b>	4/1 – Manager
<b>CONDITIONS OF EMPLOYMENT</b>	Local Government (State) Award 2017
<b>DATE PREPARED</b>	May 2019
<b>DATE LAST UPDATED</b>	May 2019

### 1. PURPOSE OF THE POSITION

Working as part of a team within the Legal Services directorate, this role will report directly to the Director Legal Service and General Counsel. The incumbent will provide high quality legal services to Council as a public authority and statutory body, to ensure the protection of Council's interests.

### 2. KEY ACCOUNTABILITIES

- 2.1 Provide a full range of in-house legal services to the Council across all area relevant to Council's function including but not limited to advice and Court advocacy.
- 2.2 Represent Council in Court and tribunals, including Land and Environment Court, Local Courts and NCAT.
- 2.3 Educate and mentor junior members of the legal services team.
- 2.4 Support the Director, Legal Services in the provision of high quality legal services in the areas of planning, local government, environmental law and compliance to ensure that Georges River Council acts within the law and that its interests are protected.
- 2.5 Provide accurate, clear and concise legal advice in a timely manner to ensure that Council is properly represented in legal proceedings.
- 2.6 Preparation of court matters, including advocacy for Land and Environment Court and Local Court hearings and prosecutions.
- 2.7 Update precedent legal documents to be used by staff in relation to Council's functions.
- 2.8 Provision of advice on new legal developments and judgments where Council was a party/applicable to Council.
- 2.9 Assist with advising and educating Council staff on the interpretation and impact of new and amended legislation.
- 2.10 Ability to interpret and advise on Local Government Act, Environmental Planning and Assessment Act and Protection of Environment Operations Act.
- 2.11 Ensure compliance with legislative, industrial and Council policy requirements

- 2.12 Comply with and keep up to date with relevant legislation applicable to the performance of the duties of this position.
- 2.13 Promote a competent professional image of Council's legal services to staff, Council, third parties and relevant stakeholders.
- 2.14 Assist with preparing briefs of evidence and statements of evidence for criminal proceedings.
- 2.15 Ability and willingness to appear as an advocate on interlocutory stages of Court proceedings.
- 2.16 Represent and act on behalf of Georges River Council in Local Government prosecutions and enforcement matters.
- 2.17 Ability to act as Director Legal Services and General Counsel.
- 2.18 Support in the provision of a dynamic and pro-active legal service to the organisation.

### 3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

### 4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

### 5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

### 6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

### 7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of Council

### 8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.



## 9. DESIGNATED POSITION –

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

## 10. SELECTION CRITERIA

### **Qualifications, Certificates & Licences**

- 10.1 Admitted to Practice Law in New South Wales as Barrister or Solicitor
- 10.2 Holder or eligible to hold a Current Practising Certificate
- 10.3 Valid Class C Drivers Licence

### **Essential**

- 10.4 Minimum 5 years post admission experience as Senior Lawyer or similar practical experience and exposure.
- 10.5 Experience in Class 1 Advocacy matters.
- 10.6 Significant experience in interpreting legislation and drafting legal advice.
- 10.7 Excellent written and verbal communication skills.
- 10.8 Ability to advise and communicate with staff on complex legal issues.
- 10.9 Persuasive interpersonal skills and the ability to use those skills successfully and tactfully in the conduct of matters.
- 10.10 A strong ability to appreciate the political and social context in which Council operates.
- 10.11 Ability to liaise with third parties including statutory authorities, other lawyers, Courts, residents and private corporations.
- 10.12 Ability to work independently and autonomously with a strong work ethic.
- 10.13 Meticulous attention to detail.
- 10.14 Experience in acting as an advocate at interlocutory proceedings and to brief Counsel.

### **Desired**

- 10.15 Experience in planning, environmental, property or local government law.

## EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Staff Use Only

PP1 - Comprehensive pre-employment medical assessment excluding audio and lung function test

