

Crown Law

State Litigation Office

Legal Practitioner – Statement of Duties

Objective

To provide civil legal advice and litigation services to the State and its Agencies by acting as a litigation solicitor.

Duties

- To assist in the provision of legal advice to the State and its Agencies in respect of civil legal issues.
- To act as litigation solicitor in civil matters involving the State and its Agencies before any Commonwealth or State Courts, Tribunals or Boards at first instance, as may be directed from time to time by the State Litigator.
- To act as litigation solicitor in such other matters involving the State and its Agencies as may be directed from time to time by senior Counsel.
- To participate in performance management and file reviews as directed.

Level of responsibility

- Providing legal advice and assistance, as directed.
- Acting on own initiative on the day-to-day decision making in connection with and execution of the primary tasks but required to consult with and other senior practitioners as necessary. Accountable to the for transacting the business of the Office in accordance with established procedures.
- Responsible for maintaining current knowledge of relevant legislation, policies and procedures.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.
- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

Direction and supervision received

- Works under direct supervision initially, progressing with further experience to work under general supervision.

Selection criteria

1. A demonstrated knowledge of civil law including practice and procedure in the State Courts and Tribunals enabling the effective and efficient conduct as a litigation solicitor of civil and other allocated matters, or the ability to rapidly acquire this knowledge.
2. A high level of personal initiative, resourcefulness and diligence, including demonstrated (or the capacity to demonstrate) organisational and prioritisation skills that enable the management of evidential and legal materials, the routine meeting of deadlines and completion of matters to specified performance standards.
3. Sound communication skills including the capacity to effectively convey complex information to non-specialists, and the ability to develop effective professional relationships.
4. Capacity to conduct negotiations and consultations relevant to the nature of the duties performed.
5. Well-developed legal research skills.
6. A demonstrated understanding of the ethical framework in which the position operates.

Essential requirements

- Admitted or eligible for immediate admission as a Barrister or Practitioner of the Supreme Court of Tasmania.

Desirable requirements

- Current Drivers Licence.

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks

- Arson and fire setting
- Violent crimes and crimes against the person
- Sex-related offences
- Drug and alcohol related offences
- Crimes involving dishonesty
- Crimes involving deception
- Making false declarations
- Malicious damage and destruction to property
- Serious traffic offences
- Crimes against public order or relating to the Administration of Law and Justice
- Crimes against Executive or the Legislative Power
- Crimes involving Conspiracy

2. Disciplinary action in previous employment.

3. Identification check.

Position Summary

Title	Legal Practitioner
Number	355609
Award	Legal Practitioners Agreement
Classification	Legal Practitioner Level 1
Division	Crown Law
Full Time Equivalent	1.0
Output Group	Office of the State Litigator
Branch	Civil Litigation
Supervisor	Crown Counsel
Direct Reports	Nil
Location	Hobart
Position category and funding	A505