

Statement of Duties

Crown Law Legal Practitioner

Objective

Assist the Solicitor General in the conduct and management of the business of the office by providing high level legal advice.

Duties

- To advise Crown Agencies and Instrumentalities on a broad range of legal issues.
- To undertake high level legal research and generally assist the Solicitor-General as required.
- To act as Solicitor or Counsel in litigation involving the Crown, as directed by the Solicitor-General.
- To act as Solicitor in respect of requests for advice including to determine the need for additional materials and to liaise with requesting agencies in relation to requests.
- To prepare and present legal education seminars.

Level of responsibility

- Upholding and championing the Department's commitment to the safety and wellbeing of children and young people; actively participating in and contributing to our rights-based approach to care; meeting all obligations under the Child Safety and Wellbeing Policy, Professional Conduct Policy, and other Departmental child safety policies and complying with mandatory reporting obligations.
- Conducting work in a safe manner that does not put yourself or others at risk, including to comply with reasonable instructions contained in WHS policies and procedures; reporting hazards, near misses and incidents.
- Participating in the development and improvement of safety initiatives and safeguarding practices for children and vulnerable people (including to attend relevant child safety and wellbeing training provided by the Department).
- Upholding and championing the values of Integrity, Respect and Accountability, and actively contributing to making our workplaces Inclusive and Collaborative.
- Day-to-day decision making in connection with the execution of the primary duties, and the provision of advice and recommendations to Agencies and other Instrumentalities on routine matters. Complex matters will be undertaken under direct supervision. Accountable to the Solicitor General in accordance with established procedures.

Direction and supervision received

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

Selection criteria

1. A detailed knowledge of the common law and legislation relating to issues facing the Crown and its instrumentalities.
2. Well-developed legal research skills including the ability to conduct comprehensive research under pressure.
3. Demonstrated knowledge of the principles of statutory interpretation and an ability to apply them in complex situations.
4. Demonstrated high level communication skills enabling provision of clear concise written and verbal advice to specialists and non-specialists, the ability to engage in effective and positive interactions with a broad cross section of State Servants, and legal professionals; the ability to deliver legal education seminars, and well developed advocacy skills.
5. A high level of personal initiative and resourcefulness, including demonstrated organisational skills that enable the co-ordination and management of a variety of tasks at the same time, and the planning and completion of work activities within pre-determined timeframes and to specified performance standards.
6. Computer literacy skills appropriate to the independent performance of tasks required of the position.
7. Demonstrated capacity to work effectively and co-operatively within a small team environment.

Essential requirements

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

Desirable requirements

- More than 2 years post-admission experience.

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	357135, 356930
Award	Tasmanian State Service Award
Classification	Legal Practitioner Level 2
Division	Crown Law
Full-time equivalent	1.0
Output Group	Office of the Solicitor General
Branch	Office of the Solicitor General
Supervisor	Solicitor General
Direct reports	Nil
Location	Hobart
Position category and funding	T202

Human Resources, Department of Justice

L1, 85 Collins Street, Hobart, TAS 7000

Email: hr.recruitment@justice.tas.gov.au

Last reviewed: 09 January 2025