

Crown Law

Legal Practitioner – Statement of Duties

Objective

Assist the State Litigator in the conduct and management of the business of the office by providing high level litigation services and legal advice.

Duties

- To act as Solicitor and Counsel in routine and complex civil matters and appeals on behalf of the State of Tasmania, its instrumentalities and Agencies before a range of courts and tribunals.
- To provide comprehensive, accurate and timely advice to the State and its Agencies in respect of civil legal issues.
- To provide professional supervision, direction and instruction to junior legal practitioners.
- To undertake file reviews and perform other duties as directed by the State Litigator.

Level of responsibility

- Responsible for day to day decision making in connection with the execution of the primary duties, and the provision of advocacy services, advice and recommendations to the State and its Agencies on routine and complex matters. Requires the exercise of significant professional judgment.
- Accountable to the State Litigator.
- Responsible for maintaining an extensive and 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

- Expected to work under general direction and broad policy control with guidance only received from the State Litigator in very complex and serious matters which have the capacity to significantly affect the State and/or its Agencies.

Selection criteria

1. Extensive experience and demonstrated skills in the conduct of civil actions, as solicitor and counsel, before Commonwealth and State Courts, Tribunals and Boards.
2. Demonstrated high level legal research skills.
3. Demonstrated high level communication skills, including advocacy, negotiation and mediation skills, and the capacity to effectively convey complex legal information to non-specialists.
4. Highly developed organisational ability including the capacity to work under pressure, manage priorities, including changing and conflicting priorities, and complete work within tight deadlines.
5. Good interpersonal skills, with the ability to establish and maintain effective professional relationships with the judiciary, magistracy, statutory officers, the legal profession, senior officers of the Public Service, risk management specialists, specialist consultants and others.
6. Demonstrated capacity to work effectively and co-operatively within a small team environment and to supervise junior legal practitioners.
7. Computer skills appropriate to the independent performance of tasks required of the position.

Essential requirements

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

Desirable requirements

- At least 7 years' experience in legal practice relevant to the duties of the position.
- 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	357688
Award	Tasmania State Service Award
Classification	Legal Practitioner Level 3
Division	Legal Services
Full Time Equivalent	1.00
Output Group	Crown Law
Branch	Office of the State Litigator
Supervisor	State Litigator
Direct Reports	Nil
Location	Hobart
Position category and funding	T202

