

# POSITION DESCRIPTION

## ASSOCIATE SOLICITOR

### POSITION DETAILS

Date of Position Description	August 2023
Position Title	Associate Solicitor
Position Grade	14
Directorate   Business Unit	Finance and Information   Governance and Risk
Reports to	Principal Solicitor
Position Location	126 Church Street, Parramatta NSW 2125
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

### POSITION OVERVIEW

The Associate Solicitor provides assistance to the wider Legal Team to work through critical legal issues for the Chief Executive Officer and Council under the direct supervision of the Principal Solicitor. The Associate Solicitor will work closely with the Legal Team to provide guidance and direction on legal matters that fall within the scope of their role. Confidentiality is imperative and all legal issues which are politically sensitive will be managed appropriately.

### KEY RESPONSIBILITIES

#### Role Specific

Under the direct supervision of the Principal Solicitor within the Legal Team:

- Assist with a variety of legal matters, including advising, drafting, reviewing, and negotiating terms of various statutory and commercial contracts, covenants, deeds and agreements in relation to Council contracts, leases and licenses and other associated works.
- Provide legal advice under supervision and support relating to government information, public access, privacy, and other relevant legislative materials.
- Draft briefing notes, request for tenders for the provision of legal services and correspondence for Council officers on behalf of the Legal Team.
- Liaise with Council experts (internal and external) and legal Counsel in the management of planning appeals in Land & Environment Court.
- Prepare correspondences and emails under the direction of the Principal Solicitor.

- Assist with the development of training for Council officers.
- Assist with legal research relating to property, planning, enforcement, and administrative law.
- Preparation of court briefs for litigation, including NCAT matters in the form of electronic or hard copy.
- Assist the Legal Support Officers in legal matters within their area of expertise to enhance growth and opportunities.

## Baseline

- Create, improve, and implement systems for efficiency and effectiveness of team procedures.
- Reviewing and updating various council policies in accordance with the relevant legislation.
- Assist in ensuring all processes and actions meet statutory obligations.
- Ensure highest probity in all activities and ensure systems and processes are transparent and open to scrutiny wherever possible.
- Promote and maintain effective relationships with all internal and external business partners including community organisations, contractors, and relevant State and Federal authorities.
- Actively lead and manage the health and safety of yourself, employees, visitors, contractors, and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Promote organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council's Policies and Procedures, including Council's Vaccination Policy, as amended from time to time.

## KNOWLEDGE

### Qualifications

- Bachelor of Laws or Post graduate equivalent
- Current NSW Practising Certificate

### Experience

- Experience in providing in-house legal services.
- Preferable experience in local government.
- Sound understanding of planning law, property law, contract and/or commercial law.
- Understanding of the legislative, operational, and political structure of local governments.

- Demonstrated ability to reason conceptually, negotiate effectively and to solve complex problems and high priority issues.
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- Knowledge of the Government Information (Public Access) Act and any relevant privacy legislation etc.
- Proven ability to effectively participate in a team environment.

### Skills

- Knowledge of the administration and operation of a legal office.
- Possess a high level of interpersonal skills to effectively communicate with all customers both internal and external and all levels of the organisation.
- Ability to work effectively as part of a team and provide guidance and support to the Legal Support team members.
- Proven ability to provide reports in a timely manner to meet strict deadlines.
- Excellent organisational skills and ability to multitask.
- Experience conducting legal research, knowledge of corporate governance and policy review processes.
- Ability to work in a politically sensitive environment.
- Presentation, negotiation, enrolment, and conflict resolution skills.
- Proven ability to maintain confidence and a recognisable level of integrity.