

POSITION DESCRIPTION

SENIOR SOLICITOR

POSITION DETAILS

Date of Position Description	November 2023
Position Title	Senior Solicitor
Position Grade	18
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 Senior Solicitor provides assistance to the Principal Solicitor to work through a broad range of critical legal issues for the Chief Executive Officer and Council. The Senior Solicitor will work closely with the wider Legal Team to provide guidance and direction on legal matters that fall within the scope of their role. Legal issues will be resolved at a high level and dealt with in a confidential manner. Issues which are politically sensitive will be managed appropriately.

KEY RESPONSIBILITIES

Role Specific

- Assist Council Officers with a variety of legal matters, including advising, drafting, reviewing and negotiating terms of various contracts in relation to property and commercial leases, licences and other property transactions including works relating to covenants, deeds and agreements on behalf of Council and other associated work.
- Provide expert, professional legal advice, and legal services on a wide range of Council responsibilities relating to government law and information, public access, privacy and other relevant legislative materials.
- Engage in dispute resolution and settlement negotiations between Council and contractors and other third parties.
- Manage leases, licences, and other transactions/approvals in a local government context.
- Participate in multi-disciplinary teams and external groups on a range of legal and policy issues.
- Assist in ensuring all processes and actions are compliant and meet statutory obligations.

- Mentor Legal Team members by providing guidance and coaching to improve their skills, knowledge, and performance.
- Briefing and managing Council's external legal service providers to achieve maximum value and effectiveness and to act as a clearing house for all legal opinions in Council.
- Assist with the oversight of safeguarding policy, provision of advice and management of mandatory reporting responsibilities.

Baseline

- Ensure all processes and actions meet council policies and statutory obligations.
- Ensure highest probity in all activities and ensure systems and processes are transparent and open to scrutiny wherever possible.
- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations, and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote and maintain effective relationships with all internal and external business partners including community organisations, contractors, State and Federal authorities.
- Actively 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.
- Manage 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 and minimum 6+ years PQE
- Current NSW Practising Certificate

Experience

- Demonstrated experience in providing in-house legal services.
- Sound understanding of, and experience in planning law, property law, contract and/or commercial law. Preferable experience in local government.
- Demonstrated ability to reason conceptually, negotiate effectively and to solve complex problems and high priority issues.
- Proven understanding of the legislative, operational and political structure within which local councils function.
- Contemporary knowledge and skills in legislative information access provisions including the Government Information (Public Access) Act and privacy legislation etc.
- Proven ability to effectively participate and lead in a team environment.

Skills

- Ability to work in a politically sensitive environment.
- Proven research and analytical skills in corporate governance and policy review.
- Possess a high level of interpersonal skills to effectively communicate with all customers and all levels of the organisation.
- Excellent negotiation and conflict resolution skills.
- Excellent organisation skills and ability to multitask and meet strict deadlines.
- Contemporary knowledge and skills in managing corporate compliance frameworks.
- Proven ability to maintain confidence and a recognisable level of integrity.
- Ability to mentor by creating positive relationships where opportunities for learning and development are encouraged and career growth is supported.
- Developed commercial acumen.