

Solicitor

POSITION DESCRIPTION



Position Number:	3756
Department:	Office of the CEO
Section:	Workforce and Governance
Unit:	Legal and Governance
Position Status:	Permanent Full Time or Part Time
Classification:	Level 5-6 – Rockhampton Regional Council Certified Agreement 2018 – Internal Employees
Reports To:	Coordinator Legal and Governance
Revised:	October 2021

General Position Statement

This position supports Council's direction by providing and facilitating legal and corporate governance advice for all areas of Council's operations ensuring compliance with relevant legislation and the application of best corporate governance practices.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Provide high level legal advice and general advice and act proactively to protect the Council's legal interests.
- Preparation and review of legal documentation, contracts and agreements across a number of areas of law.
- Provide timely, high quality legal advice to Council.
- Represent Council in matters of litigation directly or through appointed legal advisers.
- Coordinate legal matters, and create greater efficiency through improved systems and precedents.
- Proactive monitoring and provide advice on emerging legal issues and new legislation that may impact on the organisation.
- Educate stakeholders to develop work practices and to minimise potential legal risk.
- Engage with internal stakeholders to provide comprehensive oversight and support to ensure Council's legal obligations are upheld.
- Monitor legal expenditure and assist with the development of strategies to provide for efficient resolution of matters to avoid unnecessary expenditure.
- Provide professional support to the Legal and Governance unit.
- Liaise with external law firms, government departments and other stakeholders in relation to legal and governance matters.

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- Assist with the review and maintenance of Council's delegations, authorisations and corporate policy documents and forms as required.
- Prepare accurate and high quality submissions, reports, briefings, correspondence, plans, guides and other documents within set timeframes as required.
- Maintain and contribute to effective record keeping and precedent development within the Unit.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated experience in areas of law impacting on the local government sector; such as commercial, property and contract law, governance and public law, regulatory advice and prosecutions, and various forms of litigation.
- Ability to provide proactive advice having regard to legal risks and compliance issues applicable to Local Government.
- Demonstrated written and oral communication skills, interpersonal skills and personal qualities of excellence in the delivery of legal service, including advocacy, negotiation skills.
- Excellent legal decision-making skills including the ability to research and interpret law, analyse facts, assess risks, form conclusions, develop options and make recommendations.
- High level proficiency in comprehensive report writing and demonstrated ability to produce logical, plain English written reports.
- Excellent time management skills including the ability to manage competing priorities.
- Demonstrated experience establishing and maintaining strong working relationships with internal and external stakeholders to develop work practices and to minimise potential legal risk.
- Experience autonomously managing legal matters and supporting unit staff.
- A sound understanding of Local Government delegations and authorisations obligations and processes.
- Sound knowledge of the corporate governance function and strategic initiatives including Council processes, policies and procedures.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Ability to effectively operate Council's computer systems including the Ci Anywhere Suite (R1 and ECM), Pathway and the MS Office Suite.

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Qualifications

- Degree qualification in Law and equivalent demonstrated experience.
- Admitted as a Legal Practitioner of the Supreme Court of Queensland and hold a current Queensland Practising Certificate (or the eligibility to obtain).
- Possess or be eligible to possess a current Queensland Law Society membership (or similar professional qualification) or the ability to obtain.

Desirable Qualifications and Experience

- Significant experience either working in a local government environment or practising in local government legal matters.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development*.

Additional Requirements

- Ability to work in an office environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to work with screen based equipment over long periods with prescribed rest breaks.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Present Incumbent:	
Signature:	
Date:	