

Role Statement



TITLE OF POSITION: MANAGER LEGAL

CLASSIFICATION LEVEL: LE-5

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

People and Business Division comprises six directorates: Customer and Information Services, Investment Services, People and Performance, Commercial and Legal, Portfolio Management Office and Enterprise Information Management.

The Commercial & Legal Directorate's prime objectives are to improve the commercial capability and outcomes of the Department and to provide advice on and support the Department's legal and legislative obligations. The Commercial section achieves its objectives by assessing the commercial feasibility of projects and proposals, providing advice on alternative commercial models or finance structures and providing economic insights and analysis. The Legal section achieves its objectives by managing the reform to modernise the Department's legislative framework, providing advice on legislative requirements and managing amendments to legislative instruments, drafting authorisations, delegations and other instruments, providing advice on the parliamentary and cabinet process, and liaising with the Crown Solicitors Office.

Directorate:
Position Number:
ANZCO Code:
KNET Ref: #11451283



Government of South Australia
Department of Planning,
Transport and Infrastructure

Role Overview

The Manager Legal will provide strategic leadership in the provision of legal and legislative services to DPTI. They will lead and manage a team of staff to ensure the effective delivery services to address complex legal and policy issues in a timely manner.

The Manager Legal will be responsible for the Legal Services team and the Legislation Management and Reform unit. The Legal Services team provides a gatekeeper function to the department's relationship with the Crown Solicitor's Office. The Manager Legal will lead that relationship to ensure that the Department continues to receive timely and expert legal advice and also drive efficiencies in the provision of this service. The Manager Legal will be expected to take a leadership role in managing the strategic legal risks of the department and draw on their legal experience and to exercise legal judgement, but the Manager Legal will not provide legal advice. The Legislation Management and Reform unit has a demanding work program of legislation management and an ambitious legislative reform agenda. The Manager Legal will provide leadership and oversee the team in providing day-to-day management and delivery of high level, complex legislative and associated policy advice at both state and national levels.

The Manager Legal will also provide the strategic leadership in the reform program to ensure South Australia has a modern legislative framework. The Manager Legal will need to be across various legislative models and approaches and develop innovative solutions to achieve Government and Departmental objectives. The role will require strong stakeholder engagement skills and lead consultation with relevant stakeholders. The Manager Legal will also lead and manage the drafting of complex and sensitive Cabinet submissions and associated briefing papers.

Key Outcomes of the Role

The Manager Legal is required to undertake a wide range of activities which may include all or any of the following:

- a. Leading and managing a range of complex and critical programs, projects, systems and/or services that are consistent with agency and whole of government strategies, policies and priorities and deliver the Section's objectives, including leading and managing change within DPTI.
- b. Leading, influencing and motivating staff, clients and others in the achievement of difficult and sometimes conflicting objectives.
- c. Resolving complex issues with innovative solutions that are consistent with the SA strategic objectives and national and international developments.
- d. Shaping, monitoring and evaluating business plans to achieve substantial improvement in a core aspect of the department.
- e. Formulating policies and practices that influence the direction on key corporate issues, position the organisation to meet future challenges and enable the achievement of the Section's goals and objectives.
- f. Managing substantial and complex financial and human resources to achieve corporate goals.
- g. Leading major programs, projects, systems and/or services affecting key and core elements of the agency's mission or operations.

- h. Negotiating ideas and concepts with the Chief Officer and General Managers to achieve the adoption of specific procedures, methods and strategies
- i. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- j. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

Some out-of-hours work will be required. Intra/interstate travel necessitating overnight absences may be required.

Qualifications / Licences

- a. A degree in law.

Person Capabilities

- a. Demonstrated understanding of Aboriginal and Torres Strait Islander peoples' cultures and social issues, with the ability to recognise and address barriers to Aboriginal and Torres Strait Islander people's participation in departmental policies, programs and services.
- b. Facilitates DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we're doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Drives a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Drives a culture of commitment and accountability in the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.

- e. Extensive experience in leading, motivating and influencing staff, driving work objectives for improved performance across strategically aligned multifaceted activities.
- f. Comprehensive knowledge of, and experience in advising on, the issues, risks, trends and directions associated with the unit's programs, paying heed to social, economic and commercial considerations.
- g. Demonstrates ability to work under broad Government and/or Agency directions, act with urgency and successfully lead and implement innovative solutions and change and risk management initiatives across an organisation.

Delegate Approval

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Name

Signature

Date: / /