



POSITION DESCRIPTION

Directorate: Justice and Community Safety

Position Number: P34669

Division: ACT Government Solicitor

Classification: Government Solicitor 4 (GS4)

Business Unit: Business Services and Legal Services

Location: Canberra City, Ngunnawal Country

Position Title: Practice Leader

Last Reviewed: 11/09/2026

Position Requirements: Criminal Record Check

DIRECTORATE OVERVIEW

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and support a democratic society;
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.



The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation as well demonstrate the related signature behaviours.

DIVISION OVERVIEW

The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders.

The Government Solicitor for the Australian Capital Territory is a body corporate established under the *Law Officers Act 2011* (the Act). The Solicitor-General for the ACT is appointed under the Act and also performs the functions of the Chief Solicitor. The Act provides that the Chief Solicitor may act personally in the name of the Government Solicitor for the ACT and may also authorise other appropriately qualified solicitors to act in the name of the Government Solicitor.

The ACT Government legal service delivery arrangements are centralised through the ACTGS. Pursuant to the *Law Officers Legal Services Directions 2023* (Legal Services Directions) all legal services for ACT government agencies are provided by the ACTGS, unless otherwise approved by the Solicitor-General.

The key strategic objectives of the ACTGS are to:

- Provide advice to ensure that Territory agencies and officers are aware of their legal rights, obligations and powers;
- Prepare legal agreements and provide commercial advice designed to ensure that the Territory's interests are protected;



- Provide advice and legal services consistent with the efficient and effective management of Territory resources;
- Protect the Territory from claims without legal merit and ensure that where liability exists, suitable amounts are paid in satisfaction of claims; and
- Conduct litigation consistently within the policy that the Crown act as a model litigant.

The ACTGS operates as one practice comprised by a number of Practice Groups which reflect the breadth of Territory legal work. The Practice Groups of ACTGS are: Public and Constitutional Law; Citizen Rights and Welfare Protection including Child Protection; Claims, Inquests and Inquiries; Commercial Projects and Disputes; Property, Land and Construction; Regulation, Regulatory Enforcement and Employment.

BUSINESS UNIT OVERVIEW

The legal services framework and arrangements position the ACTGS as integral to the delivery of Territory legal work. The capability required to support activities of Government comprise both ACTGS resources and other legal service providers. The delivery of Territory legal work is coordinated through:

- ACTGS delivery;
- other legal service providers which are approved by the Solicitor-General;
- approved in- house lawyers in directorates for services which could not conveniently be provided by the ACTGS; and
- where requested by the client, ACTGS lawyers outplaced to directorates.

ACTGS comprises of approximately 180 employees engaged using a variety of employment arrangements (full-time; part-time; casual; permanent and temporary). The ACTGS is a large employer of lawyers in the ACT. Further information can be located on the ACTGS Website at <https://www.actgs.act.gov.au/>.

ACTGS supports flexible working arrangements. ACTGS employees will be required to regularly attend the office and undertake in person contact and engagement consistent with the Justice and Community Safety Hybrid Working Arrangements Policy.

POSITION OVERVIEW

As a Practice leader (Government Solicitor 4 (GS4)) you will assist in the leadership, management and building capability of ACTGS including by developing and maintaining specialisation in an area of high relevance to the Territory.



Practice Leaders ensure that work produced reflects best practice legal advisory standards.

Legal Services provided by GS4's are typically critical to the achievement of the overall objectives of Directorates or Agency, or the broader ACT Government.

WHAT YOU WILL DO

Relevant to the Practice Group being led:

1. Draft, provide and settle advice on highly complex and/or significant contracts, procurement documents and processes and/or property leases and land development transactions.
2. Undertake full carriage and responsibility for highly complex disputes and litigation in accordance with the Legal Services Directions including model litigant principles and briefing counsel as appropriate.
3. Represent the ACTGS and ACT Government at directions hearings, preliminary conferences, mediations, interlocutory matters and hearings involving highly complex and/or significant cases and cases that may have a high community profile, visibility or impact.

In relation to any Practice Groups:

4. Provide advice on highly complex legal questions and on legal aspects of proposed policies.
5. Analyse legal opinions and other legal materials, conduct legal research and identify legal issues and risks.
6. Direct, develop and supervise solicitors of the relevant practice group and, generally, act as a consultant to and mentor less experienced legal staff.
7. Perform a range of liaison, managerial and administrative tasks connected with the performance of professional legal work and office procedures.
8. Other duties reasonably requested.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge



1. Sound and comprehensive legal experience, relevant to the legal work performed by the ACTGS, in either or both public and private sectors.
2. Strong understanding of intra-governmental linkages relevant to providing legal services.
3. 5+ years post admission experience as a legal practitioner in relevant legal work preferred.

Behavioural Capabilities

You should demonstrate the following behaviour, duties and responsibilities of the position:

1. Exercise sound judgement in the preparation of complex legal advice and agreements and demonstrated independent, ethical leadership in providing legal advice and managing complex legal matters.
2. Demonstrated experience in leading and motivating others; and working collaboratively to provide responsive, quality legal services in the interest of the Territory.
3. Demonstrated strong interpersonal skills to drive outcomes/solutions and persuasively negotiate to influence opinion and appropriately handle sensitive material.
4. A commitment to effectively represent the ACTGS and ethically achieve results consistent with practice and guidance applicable to government solicitors.

Compliance Requirements/Qualifications

1. The applicant must be admitted as an Australian legal practitioner.
2. The successful candidate will be required to undergo a National Police check.
3. To be eligible for permanent or temporary employment within the ACTPS you must be an Australian citizen, a permanent resident or hold a valid work visa.
4. If an officer no longer holds a visa that permits them to work in Australia, their employment with the ACTPS will be terminated.



WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of *Practice Leader* (position number P34669) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent overtime	Occasionally
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally



Lifting 10kg+	Never
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Frequently

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never