

Position Description (Employee)

Senior Solicitor (Commercial and Property)

Division	Legal and Governance
Business Unit	Legal Services
Grade/Band	Band 8
Date position description approved	13 September 2021

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030 – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

The Senior Solicitor (Commercial and Property) provides specialist legal advice and leadership in resolving legal issues arising from commercial and property matters at the City. The Senior Solicitor (Commercial and Property) is required work efficiently and act strategically to assist the delivery of Sustainable Sydney 2030 and the strategic objectives of the City.

Key accountabilities

- Provide quality legal support in the broad areas of commercial and property law, policy and other legal areas arising out Council's operations.
- In a timely manner, record all relevant information in the Unit's data base.
- Inform the Principal Lawyer and General Counsel of all key legal matters and proceedings.
- Provide legal support to corporate project teams and policy groups.
- Ensure compliance with legislative, industrial and Council policy requirements and standards in the areas of Equal Employment Opportunity, Work, Health and Safety, Rehabilitation and Records Management.
- Comply with and stay up to date with relevant legislation.

Key challenges

- Evaluate complex commercial and property situations and determine strategies to effectively manage legal and strategic risk.
- Manage competing high priority matters and deadlines.
- Establishing and maintaining relationships with key internal and external stakeholders.

Key relationships

Who	Why
Internal	
Principal Lawyer	<ul style="list-style-type: none">• Receive advice and report on progress in matters• Discuss and agree strategic responses to issues• Provide expert advice and contribute to decision making• Identify emerging issues/risks and their implications and propose solutions
Commercial and Property team	<ul style="list-style-type: none">• Act as key resource for the team in relation to complex commercial and property matters• Guide, support, coach and mentor team members in developing legal skills
Stakeholders (All Divisions within the City, depending on where instructions for matters are received from)	<ul style="list-style-type: none">• Establish effective relationships with key stakeholders based on trust• Provide advice based on the commercial and factual information provided• Escalate non-compliance and significant matters when required
External	
Contractors/service providers/external law firms/developers	<ul style="list-style-type: none">• On instruction from internal Stakeholders, facilitate the resolution of legal issues• Prepare and issue legal documents

Key dimensions

Decision making

The position is accountable for providing advice to internal Stakeholders and external parties, subject to supervision of the Principal Lawyer.

Reports to

Principal Lawyer (Commercial and Property), Legal Services

Essential Knowledge, Skills & Experience

- Admission or eligibility for admission to the Supreme Court of New South Wales.
- Substantial post-admission experience in commercial and property law.

Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Advanced
	Demonstrate Accountability	Advanced
	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
Relationships	Work Collaboratively	Adept
	Communicate and Engage Respectfully	Advanced
	Community and Customer Focus	Adept
	Influence and Negotiate	Adept
Results	Deliver Quality Results	Adept
	Create and Innovate	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
Resources	Finance	Intermediate
	Technology and Information	Intermediate
	Assets and Tools	Intermediate
	Procurement and Contracts	Intermediate

**This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.*

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity and Courage	Advanced	<ul style="list-style-type: none"> • Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the organisation • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Builds a network of work contacts/relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and considered approach and sound arguments • Encourages others to share and debate ideas
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> • Is able to draw on wide-ranging interests and experiences when facing new challenges • Thinks broadly about the root of problems before focusing in on the problem definition and solutions • Is able to discuss issues from different angles and project impacts into the future • Considers the broader context when critically analysing information and weighing recommendations • Involves diverse perspectives in testing thinking and solutions
Resources Technology and Information	Intermediate	<ul style="list-style-type: none"> • Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness