

ANNEX 7 - PUBLIC SOLICITOR'S OFFICE LONG TERM ADVISER DRAFT WORKPLAN

Task	Start	Finish	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13
<b>Indicative Workplan for Long Term Adviser for the Public Solicitor's Office</b>															
Participate in pre-mobilisation briefings with GRM in Brisbane and/or in Port Vila on arrival	Jul-12	Jul-12													
Refine and agree workplan with HoA & PC	Jul-12	Jul-12													
Establish & build effective, professional and respectful relationships with the HoA and staff of the PSO	Jul-12	ongoing													
Develop an agreed approach with HoA for the day to day mentoring of the PSO staff in litigation and criminal defence work	Jul-12	Aug-12													
Commence & continue mentoring of staff	Jul-12	Aug-12													
Develop a prioritised approach, timing and materials for in-house training of staff as agreed with HoA	Jul-12	Aug-12													
Provide input and support to PSO medium to long term capacity development plans with an implementation strategy	Jul-12	Sep-12													
Commence review of office manual	Sep-12	Dec-12													
Consultations on office manual	Oct-12	Oct-12													
Deliver in house training as required or requested	Sep-12	May-13													
Deliver training for all staff on client and file management		Sep-12													
Support the strengthening of case management skills and expertise as well as processes and systems in line with any sectoral approach	Sep-12	Nov-12													
Re-drafting office manual	Dec-12	Jan-13													
Support plans and management plans consistent the direction of MJCS	Ongoing														
Meet with PC regularly no less than monthly	Monthly				x	x	x	x	x	x	x	x	x	x	x
Meet with the HoA regularly & no less than monthly	Monthly				x	x	x	x	x	x	x	x	x	x	x
Participate in joint performance management	6 nmonthly									x					x