

Legal Aid Commission (ACT)

POSITION TITLE:
CLASSIFICATION:

GRADUATE LAWYER
Legal 1

The Legal Aid Commission (ACT)

The Commission is established under the *Legal Aid Act 1977*. Its mission is to promote a just society in the Australian Capital Territory by:

- ensuring that vulnerable and disadvantaged people receive the legal services they need to protect their rights and interests
- developing an improved community understanding of the law, and
- seeking reform of laws that adversely affect those we assist.

Further information about the Commission can be found at <http://www.legalaidact.org.au>

Legal Aid ACT Lawyers

Lawyers provide legal advice, representation in ACT and Commonwealth courts and tribunals, engage in outreach services and community legal education and assist with law reform proposals. Lawyers represent clients in courts and tribunals and may appear as counsel in superior courts.

All Legal Aid ACT Lawyers are expected to work across the litigation sections, and to rotate through each section of the Commission's legal practice from time to time, in order to enhance professional development or to meet operational needs.

Lawyers employed by the Commission have the same rights, privileges and responsibilities as a member of the private legal profession, including the same professional requirements.

The Position

Graduate Lawyers, a Legal 1, is a new or less experienced lawyer who will be supported in undertaking a range of work such as providing information, advice and community legal education and representing clients in Courts and Tribunals. The Legal 1 may also participate in Family Law Dispute Resolution, the Helpline, the Domestic Violence Unit and the Youth Law Centre. In addition, a Legal 1 will conduct outreach service in community centres or venues and attend Correctional Centres such as the Bimberi Youth Justice Centre and the Alexander Maconochie Centre.

The Legal 1 will report to a Manager/Supervisor.

Duty Lawyer services are provided on weekends at the ACT Magistrates Court. Legal Aid ACT lawyers are expected to roster onto this service at least twice each year.

Essential duties and responsibilities

Under a supervising lawyer:

- 1 Provide legal information and advice at face-to-face interviews, or by telephone as required.
- 2 Provide information, referrals and minor assistance to clients.
- 3 Attend Territory and Commonwealth Courts and Tribunals as an advocate or duty lawyer - providing advice and appearing in applications, pleas or hearings as appropriate.
- 4 Attend remand and prison facilities to provide legal advice and information.
- 5 Provide outreach services established by the office and provide legal advice and other services as required.
- 6 Conduct civil, criminal or family law case work on behalf of legally-assisted clients.
- 7 Brief counsel to appear, as appropriate, for clients in applications and hearings before courts and tribunals.
- 8 Assist in the provision of community legal education.
- 9 Assist with law student placements.
- 10 Assist in the preparation of law reform submissions and responses to law reform proposals.
- 11 Other duties as directed.

Selection criteria

- 1 Knowledge of ACT and Commonwealth law and procedure including ability to research and interpret a variety of legislation.
- 2 Highly developed written and oral communication skills and the ability to conduct cases with limited supervision. Advocacy skills or ability to quickly gain experience in advocacy.
- 3 Initiative, sound judgement and the capacity to respond to requests for assistance in urgent matters while working in a team environment.
- 4 Ability to work with Aboriginal and Torres Strait Islander people, people experiencing physical or mental illness, and people from disadvantaged or culturally and linguistically diverse backgrounds.

Applications should specifically address each of the selection criteria. Short listing and selection will be based on these selection criteria.

Eligibility/other requirements

Eligibility to hold a restricted Practising Certificate in the ACT is required.

Submission of your application

Applications for this position should be forwarded to: hr@legalaidact.org.au

or to: HR Manager
Legal Aid Commission (ACT)
GPO Box 512
Canberra City ACT 2601

Applications for this position close at **11:59 PM on Tuesday 9 August 2022.**

POSITION TITLE:
CLASSIFICATION:

LAWYER
Legal 2

The Legal Aid Commission (ACT)

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Legal Aid ACT Lawyers

Lawyers provide legal advice, representation in ACT and Commonwealth courts and tribunals, engage in outreach services and community legal education and assist with law reform proposals. Lawyers represent clients in courts and tribunals and may appear as counsel in superior courts.

Lawyers will be expected to work across the litigation sections, and to rotate through each section of the Commission's legal practice from time to time, in order to enhance professional development or to meet operational needs.

Lawyers employed by the Commission have the same rights, privileges and responsibilities as a member of the private legal profession, including the same professional requirements.

The Position

Lawyers, a Legal 2, will undertake a range of work by providing information, advice and community legal education, and by representing clients in Courts and Tribunals. The Legal 2 will also participate in Family Law Dispute Resolution, the Helpline, the Domestic Violence Unit and the Youth Law Centre, can be expected to conduct outreach service in community centres or venues, and attend Correctional Centres such as the Bimberi Youth Justice Centre and the Alexander Maconochie Centre. The Legal 2 may be expected to mentor graduate lawyers, student placements and/or oversee a program within a practice.

Lawyers at a Legal 2 level will report to a Senior or Experienced lawyer or directly to the Executive Head of Practice.

Duty Lawyer services are provided on weekends at the ACT Magistrates Court. Legal Aid ACT lawyers are expected to roster onto this service at least twice each year.

Essential duties and responsibilities

Under limited supervision will:

- 1 Provide legal information and advice at face-to-face interviews, or by telephone as required.
- 2 Provide information, referrals and minor assistance to clients.

- 3 Attend Territory and Commonwealth Courts and Tribunals as an advocate or duty lawyer - providing advice and appearing in applications, pleas or hearings as appropriate.
- 4 Attend remand and prison facilities to provide legal advice and information.
- 5 Provide outreach services established by the office and provide legal advice and other services as required.
- 6 Conduct civil, criminal or family law case work on behalf of legally-assisted clients.
- 7 Appear as or brief counsel to appear, as appropriate, for clients in applications and hearings before courts and tribunals.
- 8 Assist in the provision of community legal education.
- 9 Mentor and/or assist with law student placements.
- 10 Assist in the preparation of law reform submissions and responses to law reform proposals.
- 11 Other duties as directed.

Selection criteria

- 1 Good knowledge of ACT and Commonwealth law and procedure including ability to research and interpret a variety of legislation.
- 2 Highly developed written and oral communication skills and the ability to conduct cases with limited supervision. Advocacy skills or ability to quickly gain experience in advocacy.
- 3 Initiative, sound judgement and the capacity to respond to requests for assistance in urgent matters while working in a team environment.
- 4 Ability to work with Aboriginal and Torres Strait Islander people, people experiencing physical or mental illness, and people from disadvantaged or culturally and linguistically diverse backgrounds.

Applications should specifically address each of the selection criteria. Short listing and selection will be based on these selection criteria.

Eligibility/other requirements

Eligibility to hold a restricted Practising Certificate in the ACT is required. Three years post admission experience is highly desirable.

Submission of your application

Applications for this position should be forwarded to: hr@legalaidact.org.au

or to:
HR Manager
Legal Aid Commission (ACT)
GPO Box 512
Canberra City ACT 2601

Applications for this position close at **11:59 PM on Tuesday 9 August 2022.**



POSITION TITLE:
CLASSIFICATION:

EXPERIENCED LAWYER (Supervisor)
Legal 3

The Legal Aid Commission (ACT)

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Legal Aid ACT Lawyers

Lawyers provide legal advice, representation in ACT and Commonwealth courts and tribunals, engage in outreach services and community legal education and assist with law reform proposals. Lawyers represent clients in courts and tribunals and may appear as counsel in superior courts.

Lawyers will be expected to work across the litigation sections, and to rotate through each section of the Commission's legal practice from time to time, in order to enhance professional development or to meet operational needs.

Lawyers employed by the Commission have the same rights, privileges and responsibilities as a member of the private legal profession, including the same professional requirements.

The Position

Experienced Lawyers, a Legal 3, will undertake a range of work by providing information, advice, and community legal education, and by representing clients in Courts and Tribunals. The Legal 3 will also participate in Family Law Dispute Resolution, the Helpline, the Domestic Violence Unit and the Youth Law Centre. In addition, a Legal 3 will conduct outreach service in community centres or venues and attend Correctional Centres such as the Bimberi Youth Justice Centre and the Alexander Maconochie Centre. The Legal 3 may be expected to supervise a small team of legal and support staff, including internships and/or student placements. A Family Practice Legal 3 will have the ability to appear as an Independent Children's Lawyer.

Lawyers at a Legal 3 level will report to a senior lawyer or directly to the Executive Head of Practice.

Duty Lawyer services are provided on weekends at the ACT Magistrates Court. Legal Aid ACT lawyers are expected to roster onto this service at least twice each year.

Essential duties and responsibilities

Reporting to an appropriate manager:

- 1 Provide legal information and advice at face-to-face interviews, or by telephone as required.
- 2 Provide information, referrals and minor assistance to clients.

- 3 Attend Territory and Commonwealth Courts and Tribunals as an advocate or duty lawyer - providing advice and appearing in applications, pleas or hearings as appropriate.
- 4 Attend remand and prison facilities to provide legal advice and information.
- 5 Provide outreach services established by the office and provide legal advice and other services as required.
- 6 Conduct civil, criminal or family law case work on behalf of legally-assisted clients.
- 7 Appear as counsel or brief counsel to appear, as appropriate, for clients in applications and hearings before courts and tribunals.
- 8 Undertake community legal education.
- 9 Provide supervision, guidance and mentoring to lawyers and student placements.
- 10 Participate in the preparation of law reform submissions and responses to law reform proposals.
- 11 Other duties as directed.

Selection criteria

- 1 Thorough knowledge of ACT and Commonwealth law and procedure including ability to research and interpret a variety of legislation.
- 2 Highly developed written and oral communication skills and the ability to conduct cases. Well-developed advocacy skills.
- 3 Initiative, sound judgement and the capacity to respond to requests for assistance in urgent matters while working in a team environment.
- 4 Ability to work with Aboriginal and Torres Strait Islander people, people experiencing physical or mental illness, and people from disadvantaged or culturally and linguistically diverse backgrounds.

Applications should specifically address each of the selection criteria. Short listing and selection will be based on these selection criteria.

Eligibility/other requirements

Eligibility to hold a restricted Practising Certificate in the ACT is required. Five years post admission experience is highly desirable.

Submission of your application

Applications for this position should be forwarded to: hr@legalaidact.org.au

Or to:
HR Manager
Legal Aid Commission (ACT)
GPO Box 512
Canberra City ACT 2601

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POSITION TITLE:
CLASSIFICATION:

SENIOR LAWYER (Manager)
Legal 4

The Legal Aid Commission (ACT)

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Legal Aid ACT Lawyers

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Lawyers will be expected to work across the litigation sections, and to rotate through each section of the Commission's legal practice from time to time, in order to enhance professional development or to meet operational needs.

Lawyers employed by the Commission have the same rights, privileges and responsibilities as a member of the private legal profession, including the same professional requirements

The Position

Senior Lawyers, Legal 4, are highly experienced practitioners who are able to manage a successful practice, involving complex legal work and advocacy. This position will undertake a range of work by providing information, advice and community legal education, and by representing clients in Courts and Tribunals. The Legal 4 may also participate in Family Law Dispute Resolution, the Helpline, the Domestic Violence Unit and the Youth Law Centre, can be expected to conduct outreach service in community centres or venues, and attend correctional centres such as the Bimberi Youth Justice Centre and the Alexander Maconochie Centre.

The Legal 4 will have a key role in the management and administration of the legal practice. They will be expected to manage a section or practice function with reporting responsibilities for staff workload and performance and to supervise less experienced lawyers and support staff, including internships and/or student placements.

Essential duties and responsibilities

Reporting to an Executive member:

1. Oversee a practice, section or function.
2. Provide legal information and advice at face-to-face interviews, or by telephone as required.
3. Provide information, referrals and minor assistance to clients.

- 4 Attend Territory and Commonwealth Courts and Tribunals as an advocate or duty lawyer - providing advice and appearing in applications, pleas or hearings as appropriate.
- 5 Attend remand and prison facilities to provide legal advice and information.
- 6 Provide outreach services established by the office and provide legal advice and other services as required.
- 7 Conduct civil, criminal or family law case work on behalf of legally-assisted clients.
- 8 Appear as counsel or brief counsel to appear, as appropriate, for clients in applications and hearings before courts and tribunals.
- 9 Undertake community legal education.
- 10 Provide mentoring, guidance and supervision to lawyers and student placements.
- 11 Participate in the preparation of law reform submissions and responses to law reform proposals.
- 12 Other duties as directed.

Selection criteria

- 1 Excellent knowledge of ACT and Commonwealth law and procedure including ability to research and interpret a variety of legislation.
- 2 Excellent written and oral communication skills and the ability to conduct cases. Well-developed advocacy skills.
- 3 High level of initiative, sound judgement and the capacity to respond to requests for assistance in urgent matters while working in a team environment.
- 4 Demonstrated competence in working with people with physical or mental health problems or from disadvantaged backgrounds.

Applications should specifically address each of the selection criteria. Short listing and selection will be based on these selection criteria.

Eligibility/other requirements

Eligibility to hold a restricted Practising Certificate in the ACT is required. Six plus years post admission and experience, including experience in managing a team, is highly desirable.

Submission of your application

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Or to: HR Manager
Legal Aid Commission (ACT)
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