

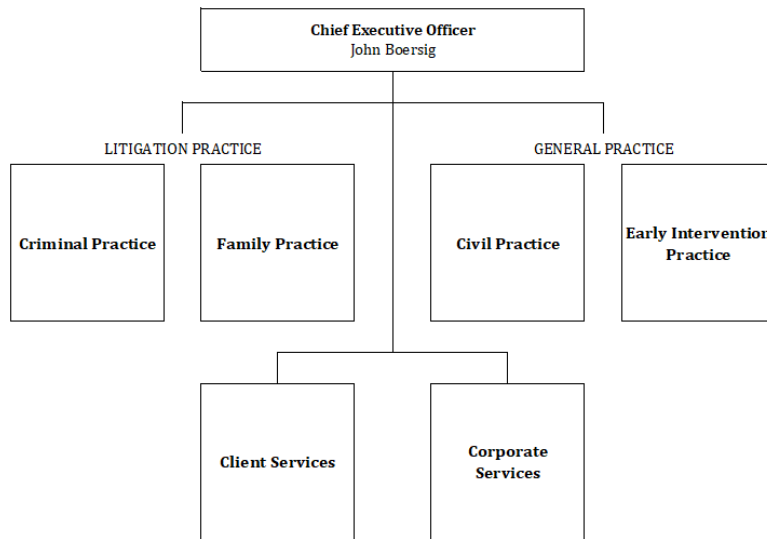
<b>Position Title</b>	<b>Lawyer</b>
<b>Classification</b>	Legal 2
<b>Position No.</b>	
<b>Responsible to</b>	Experienced or Senior Lawyer
<b>Number of direct reports</b>	Nil
<b>Number of indirect reports</b>	Nil

**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.

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.

## Position Dimension and Relationships

The Family Advocacy Support Service (FASS) and the Family Law Duty Service (FLDS) are teams within the Early Intervention Practice.

The Family Advocacy Support Service and the Family Law Duty Service are located at the Canberra Registry of the Federal Circuit and Family Court of Australia (FCFCOA) and staffed each weekday. FASS / FLDS lawyers may also appear in the ACT Magistrates Court in relation to Family Violence Order or Personal Protection Order matters.

### While engaged within the FASS / FLDS team

Legal 2 Lawyers undertake a range of work by providing information, advice and community legal education, and by representing clients in Courts and Tribunals.

Legal 2 Lawyers regularly attend the FCFCOA to provide advice and representation for clients seeking assistance in relation to family law matters including parenting, property, divorce/separation and family violence.

Legal 2 Lawyers participate in Family Law Dispute Resolution, Legal Aid Helpline, the Domestic Violence Unit and the Youth Law Centre, and may be expected to conduct outreach service in community centres or venues. Legal 2 Lawyers may also be required to attend Correctional Centres such as the Bimberi Youth Justice Centre and the Alexander Maconochie Centre.

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

Legal 2 Lawyers are supervised by experienced/senior lawyers, with regular training and career development opportunities. Legal 2 Lawyers may be expected to mentor graduate lawyers, student placements and/or oversee a program within a practice. It is Legal Aid's strategy to provide opportunities for Legal 2 Lawyers to gain experience in all practices within Legal Aid.

## Essential Duties and Responsibilities

Under supervisory direction, the Graduate Lawyer will:

- Provide legal information and advice at face-to-face interviews, or by telephone as required
- Provide information, referrals and minor assistance to clients
- Attend Territory and Commonwealth Courts and Tribunals as an advocate or duty lawyer - providing advice and appearing in applications, pleas or hearings as appropriate
- Attend remand and prison facilities to provide legal advice and information
- Provide outreach services established by the office and provide legal advice and other services as required
- Conduct family or civil law case work on behalf of legally-assisted clients
- Appear as or brief counsel to appear, as appropriate, for clients in applications and hearings before courts and tribunals
- Assist in the provision of community legal education
- Mentor and/or assist with law student placements
- Assist in the preparation of law reform submissions and responses to law reform proposals
- Comply with all Legal Aid ACT policies and procedures
- Perform other duties as directed, consistent with the classification level of the position and in line with competencies

## Selection Criteria

### Essential:

1. Ability to hold a restricted Practising Certificate in the ACT
2. Good knowledge of ACT and Commonwealth law and procedure including ability to research and interpret a variety of legislation
3. 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
4. Initiative, sound judgement and the capacity to respond to requests for assistance in urgent matters while working in a team environment
5. 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

### Desirable:

1. Three years post admission experience would be highly regarded
2. Experience in family law would be highly regarded

