

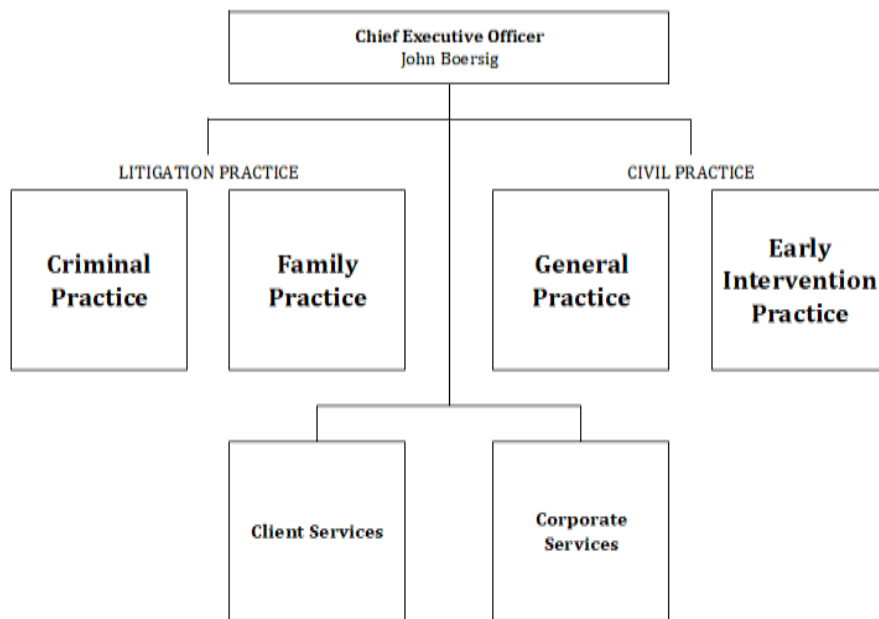
Position Title	Graduate Lawyer
Classification	Legal 1
Position No.	
Responsible to	Lawyer
Number of direct reports	Nil
Number of indirect reports	Nil

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

A Graduate Lawyers 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.

A Graduate Lawyer may also participate in Family Law Dispute Resolution, the Helpline, the Domestic Violence Unit and the Youth Law Centre.

In addition, a Graduate Lawyer 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.

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 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 civil, criminal or family law case work on behalf of legally-assisted clients
- Brief counsel to appear, as appropriate, for clients in applications and hearings before courts and tribunals
- Assist in the provision of community legal education
- 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. 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

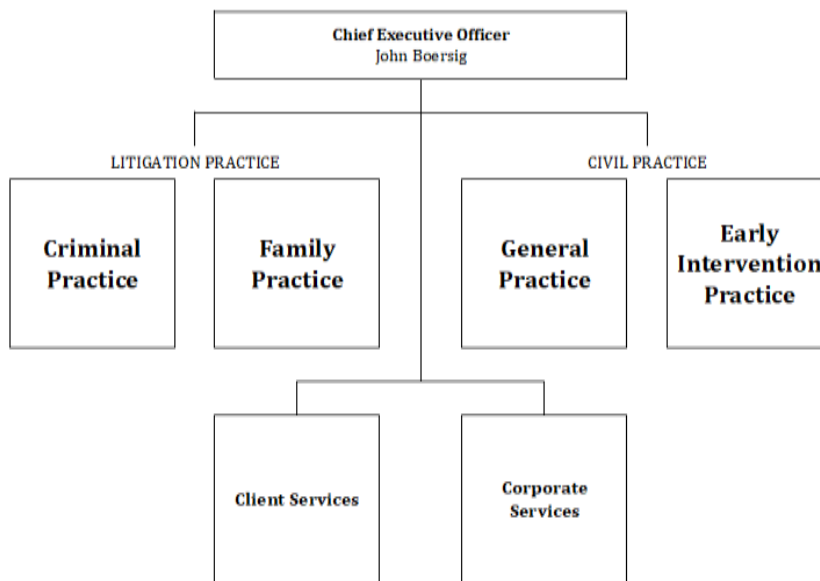
Position Title	Lawyer
Classification	Legal 2
Position No.	
Responsible to	Experienced or Senior Lawyer
Number of direct reports	Up to 3
Number of indirect reports	Nil

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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.

Position Dimension and Relationships

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

Lawyers regularly 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.

Lawyers are supervised by experienced/senior lawyers, with regular training and career development opportunities. Lawyers may also mentor graduate lawyers and student placements.

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.

Essential Duties and Responsibilities

Under supervisory direction, the Legal 2 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 civil, criminal or family 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

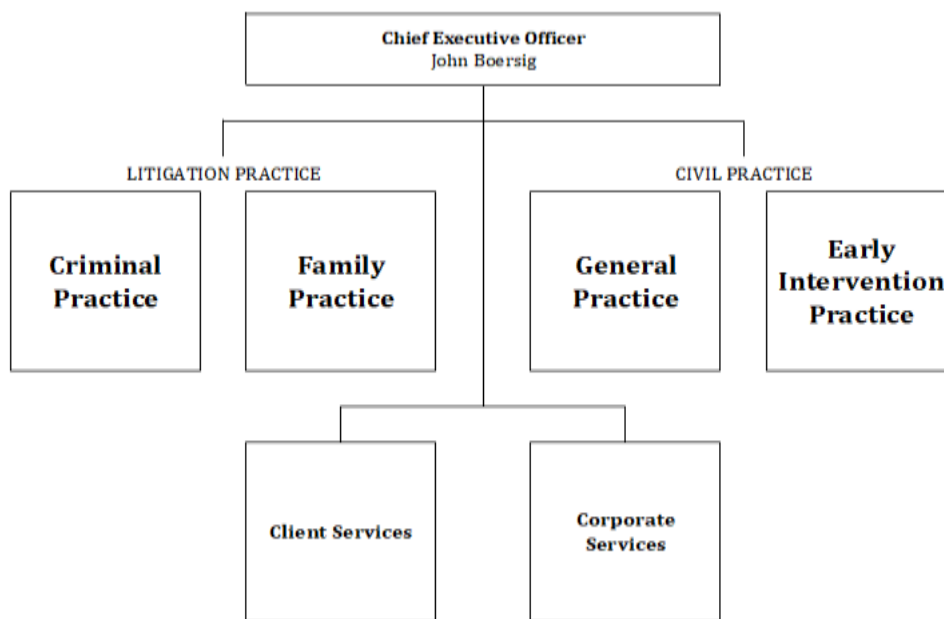
Position Title	Experienced Lawyer
Classification	Legal 3
Position No.	
Responsible to	Senior Lawyer or Head of Practice
Number of direct reports	Up to 4
Number of indirect reports	Nil

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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.

Position Dimension and Relationships

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

Experienced Lawyers participate in Family Law Dispute Resolution, the Helpline, the Domestic Violence Unit and the Youth Law Centre; as well as conducting outreach services in community centres or venues and attending Correctional Centres such as the Bimberi Youth Justice Centre and the Alexander Maconochie Centre.

Experienced Lawyers may be expected to supervise a small team of legal and support staff, including internships and/or student placements.

Experienced Lawyers are supervised by senior lawyers, with regular training and career development opportunities, and may be expected to mentor graduate lawyers, student placements and/or oversee a program within a practice.

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.

Essential Duties and Responsibilities

Under general direction, the Experienced 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 civil, criminal or family law case work on behalf of legally-assisted clients
- Appear as counsel or brief counsel to appear, as appropriate, for clients in applications and hearings before courts and tribunals
- Undertake community legal education
- Provide supervision, guidance and mentoring to lawyers and student placements
- Participate 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. Thorough 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; well-developed advocacy skills
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
6. High level knowledge of ACT and Commonwealth law and procedure including ability to research and interpret a variety of legislation

Desirable:

1. Five years post admission experience would be highly regarded

Position Title	Senior Lawyer
Classification	Legal 4
Position No.	
Responsible to	Head of Practice
Number of direct reports	Up to 4
Number of indirect reports	Up to 10

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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.

Position Dimension and Relationships

Senior Lawyers 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; may also participate in Family Law Dispute Resolution, the Helpline, the Domestic Violence Unit and the Youth Law Centre and 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.

Senior Lawyers play 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

Under executive direction, the Senior Lawyer will:

- Oversee a practice, section or function
- 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 civil, criminal or family law case work on behalf of legally-assisted clients
- Appear as counsel or brief counsel to appear, as appropriate, for clients in applications and hearings before courts and tribunals
- Undertake community legal education
- Provide mentoring, guidance and supervision to lawyers and student placements
- Participate 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. Experience in successfully managing teams to deliver results
3. Excellent knowledge of ACT and Commonwealth law and procedure including ability to research and interpret a variety of legislation
4. Highly developed written and oral communication skills and the ability to conduct cases; well-developed advocacy skills
5. High level Initiative, sound judgement and the capacity to respond to requests for assistance in urgent matters while working in a team environment
6. 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. Six years post admission experience would be highly regarded