

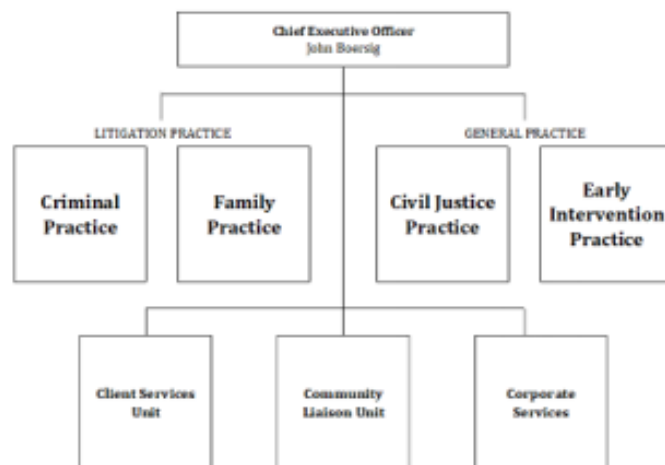
Position Title	Graduate Lawyer
Classification	Legal 1
Responsible to	Experienced Lawyer or Senior Lawyer
Number of direct reports	Nil
Number of indirect reports	Nil

Legal Aid Commission (ACT) (Legal Aid)

Legal Aid was 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 Legal Aid can be found at <http://www.legalaidact.org.au>



Legal Aid 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 are expected and encouraged to work across and rotate through sections and practices from time to time, in order to enhance professional development or to meet operational needs.

Legal Aid lawyers have the same rights, privileges and responsibilities as a member of the private legal profession, including the same professional and CPD requirements.

Position Overview

A Graduate Lawyer 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, 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, and lawyers are expected to roster onto this service at least twice each year.

Lawyers may be exposed to vicarious trauma through evidence or materials (listening or reading descriptions of traumatic events experienced by others) or as a result of witnessing violence, abuse or neglect against someone else.

The role will include but is not limited to:

Legal Services

- 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 Practice 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

Corporate Responsibilities

- Represent Legal Aid in a professional manner by upholding the ACT Public Service Values
- Contribute to continuous business process improvement and the development of procedures
- Work towards performance objectives and KPIs identified in strategic, operational and individual performance development plans
- Be responsible for applying WHS to daily tasks performed in the workplace, report all matters beyond your authority and take all practical measures to ensure that your workplace is safe and without risk to health or property
- 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

Position Requirements

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Qualifications

1. Current restricted Practising Certificate in the ACT
2. Registration on High Court of Australia Roll

Professional / Technical Skills and Knowledge

1. Knowledge of ACT and Commonwealth law and procedure including ability to research and interpret a variety of legislation

Behavioural Capabilities

1. Sound organisational skills, including the ability to effectively manage multiple tasks, determine priorities and meet strict deadlines in high pressure situations
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
5. Ability to prioritise self-care for mental health and wellbeing

Position Title	Supervising Lawyer
Classification	Legal 3
Responsible to	Senior Lawyer or Head of Practice
Number of direct reports	Up to 5
Number of indirect reports	Nil

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Lawyers are expected and encouraged to work across and rotate through sections and practices from time to time, in order to enhance professional development or to meet operational needs.

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Position Overview

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

Supervising Lawyers participate in Family Law Dispute Resolution, 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.

Supervising Lawyers may be expected to supervise a small team of legal and support staff, including internships and/or student placements. A Family Practice Supervising Lawyer will have the ability to appear as an Independent Children's Lawyer.

Supervising Lawyers are provided 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.

Lawyers may be exposed to vicarious trauma through evidence or materials (listening or reading descriptions of traumatic events experienced by others) or as a result of witnessing violence, abuse or neglect against someone else.

The role will include but is not limited to:

Legal Services

- Provide legal information and advice at face-to-face interviews, or by telephone as required
- Provide information, referrals and 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

Supervisory Responsibilities

- Drive performance and support direct reports to meet KPIs and program targets
- Provide team leadership and coaching for direct reports and other junior lawyers as required
- Participate in regular meetings with direct reports to motivate, mentor and inspire
- Lead by setting a good example
- Ensure tasks are appropriately delegated and managed
- Conduct regular case file audits with direct reports

Corporate Responsibilities

- Represent Legal Aid in a professional manner by upholding the ACT Public Service Values
- Contribute to continuous business process improvement and the development of procedures
- Work towards performance objectives and KPIs identified in strategic, operational and individual performance development plans
- Be responsible for applying WHS to daily tasks performed in the workplace, report all matters beyond your authority and take all practical measures to ensure that your workplace is safe and without risk to health or property
- 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

Position Requirements

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Qualifications

1. Current restricted Practising Certificate in the ACT
2. Registration on High Court of Australia Roll

Professional / Technical Skills and Knowledge

1. Thorough knowledge of ACT and Commonwealth law and procedure including ability to research and interpret a variety of legislation
2. At least five years post admission experience would be highly regarded

Behavioural Capabilities

1. Developed organisational skills, including the ability to effectively manage multiple tasks, determine priorities and meet strict deadlines in high pressure situations
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
5. Ability to prioritise self-care for mental health and wellbeing

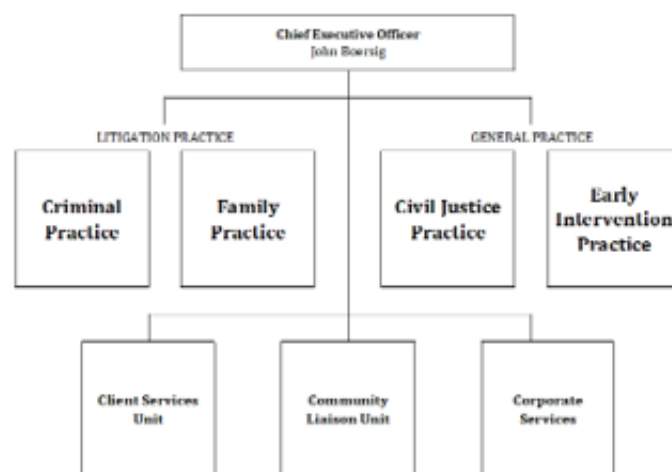
Position Title	Senior Lawyer
Classification	Legal 4
Responsible to	Head of Practice
Number of direct reports	Up to 6
Number of indirect reports	Up to 10

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Lawyers are expected and encouraged to work across and rotate through sections and practices from time to time, in order to enhance professional development or to meet operational needs.

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Position Dimension and Relationships

Senior Lawyers are highly experienced practitioners who are able to manage a successful practice, involving complex legal work and advocacy.

Senior Lawyers play a key role in the management and administration of the legal practice, and will be expected to manage a section or practice function. Senior Lawyers are primarily involved with supervision and mentoring of less experienced lawyers in relation to all areas of their practice, and assist with reporting responsibilities for staff workload and performance.

Senior Lawyers are provided 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.

Senior Lawyers will be expected to hold a reduced caseload and may not be required to attend Court or perform advocacy except where necessary to support the development of less experienced lawyers. However, should the Senior Lawyer wish to hold an increased caseload and perform advocacy, this may be considered subject to the demands of practice supervision, workload and performance.

Lawyers may be exposed to vicarious trauma through evidence or materials (listening or reading descriptions of traumatic events experienced by others) or as a result of witnessing violence, abuse or neglect against someone else.

The role will include but is not limited to:

Legal Services

- Provide legal information and advice at face-to-face interviews, or by telephone as required
- Provide information, referrals and 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

Supervisory Responsibilities

- Oversee a practice, section or function
- Drive performance and support direct reports to meet KPIs and program targets
- Provide team leadership, mentoring and coaching for direct reports and other junior lawyers as required
- Participate in regular meetings with direct reports to motivate, mentor and inspire
- Lead by setting a good example
- Ensure tasks are appropriately delegated and managed
- Conduct regular case file audits with direct reports

Corporate Responsibilities

- Represent Legal Aid in a professional manner by upholding the ACT Public Service Values
- Contribute to continuous business process improvement and the development of procedures
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- Be responsible for applying WHS to daily tasks performed in the workplace, report all matters beyond your authority and take all practical measures to ensure that your workplace is safe and without risk to health or property
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Qualifications

1. Current restricted Practising Certificate in the ACT
2. Registration on High Court of Australia Roll

Professional / Technical Skills and Knowledge

1. Thorough knowledge of ACT and Commonwealth law and procedure including ability to research and interpret a variety of legislation
2. Experience in successfully managing teams to deliver results
3. At least six years post admission experience would be highly regarded

Behavioural Capabilities

1. Developed organisational skills, including the ability to effectively manage multiple tasks, determine priorities and meet strict deadlines in high pressure situations
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
5. Ability to prioritise self-care for mental health and wellbeing