

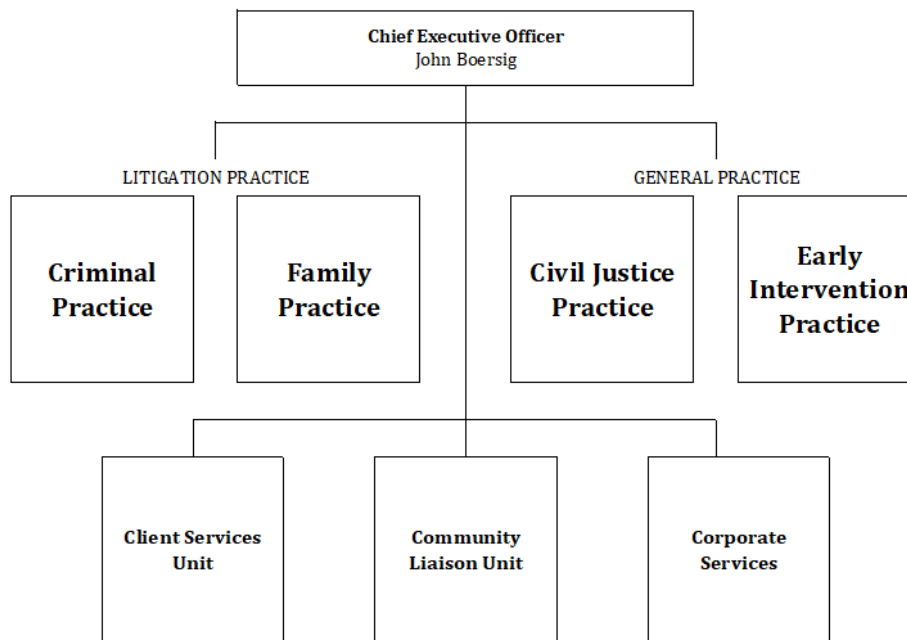
<b>Position Title</b>	<b>Lawyer</b>
<b>Classification</b>	Legal 2
<b>Responsible to</b>	Experienced Lawyer or Senior Lawyer
<b>Number of direct reports</b>	Nil
<b>Number of indirect reports</b>	Nil

**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 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 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:

- Represent Legal Aid in a professional manner by upholding the ACT Public Service Values
- 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
- Assist with law student placements
- Assist in the preparation of law reform submissions and responses to law reform proposals
- 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

**Selection Criteria****Essential:**

1. Current 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 First Nations 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

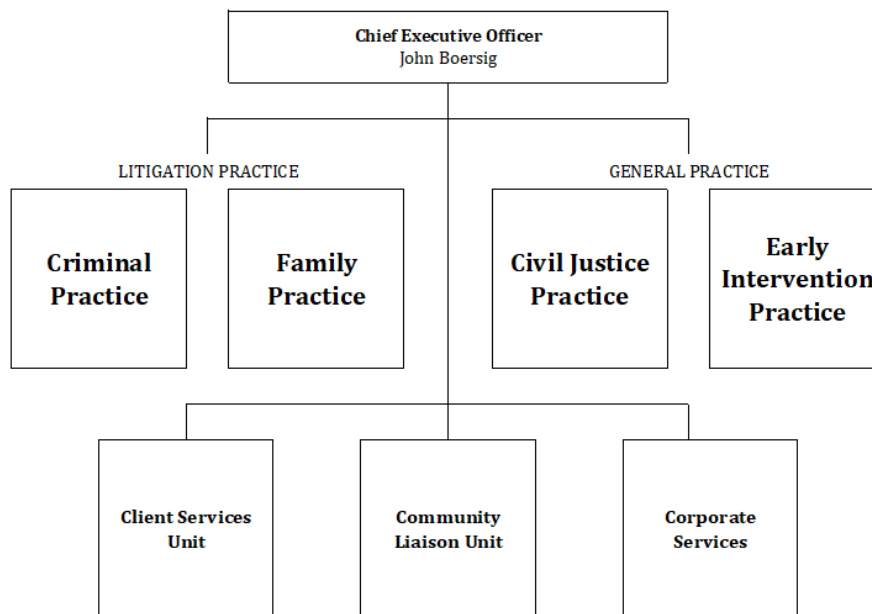
<b>Position Title</b>	<b>Experienced Lawyer</b>
<b>Classification</b>	Legal 3
<b>Responsible to</b>	Senior Lawyer or Head of Practice
<b>Number of direct reports</b>	Up to 5
<b>Number of indirect reports</b>	Nil

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**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 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, 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. A Family Practice Experienced Lawyer will have the ability to appear as an Independent Children's Lawyer.

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:

- Represent Legal Aid in a professional manner by upholding the ACT Public Service Values
- 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
- 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

**Selection Criteria**

**Essential:**

1. 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 First Nations people, people experiencing physical or mental illness, and people from disadvantaged or culturally and linguistically diverse backgrounds

**Desirable:**

1. Five years post admission experience would be highly regarded



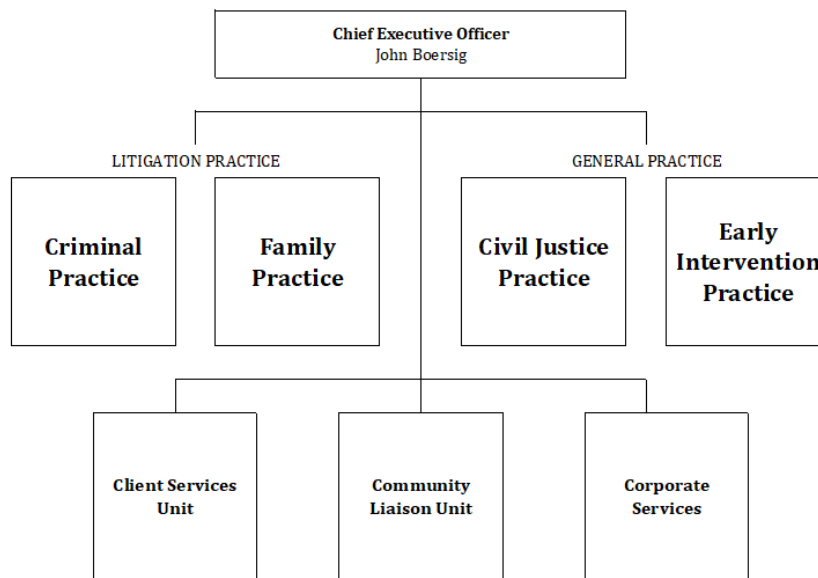
<b>Position Title</b>	<b>Senior Lawyer</b>
<b>Classification</b>	Legal 4
<b>Responsible to</b>	Head of Practice
<b>Number of direct reports</b>	Up to 6
<b>Number of indirect reports</b>	Up to 10

**Legal Aid Commission (ACT) (Legal Aid)**

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**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 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 a 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 not expected to hold their own caseload and will 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 their own caseload and perform advocacy, this may be considered subject to the demands of practice supervision, workload and performance.

**Essential Duties and Responsibilities**

Under executive direction, the Senior Lawyer will:

- Represent Legal Aid in a professional manner by upholding the ACT Public Service Values
- Oversee a practice section or function
- Lead by setting a good example to drive performance to meet client service objectives, and provide team leadership, supervision and coaching for lawyers and student placements
- Participate in the preparation of law reform submissions and responses to law reform proposals
- Conduct case work on behalf of legally-assisted clients as required
- Provide outreach services established by the office and provide legal advice and other services as required
- Appear as counsel or brief counsel to appear, as appropriate, for clients in applications and hearings before courts and tribunals as required
- Undertake community legal education as required
- 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 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. Hold a restricted Practising Certificate in the ACT
2. Excellent knowledge of ACT and Commonwealth law and procedure including ability to research and interpret a variety of legislation
3. Leadership and management skills and a demonstrated ability to build effective, high performance teams
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