

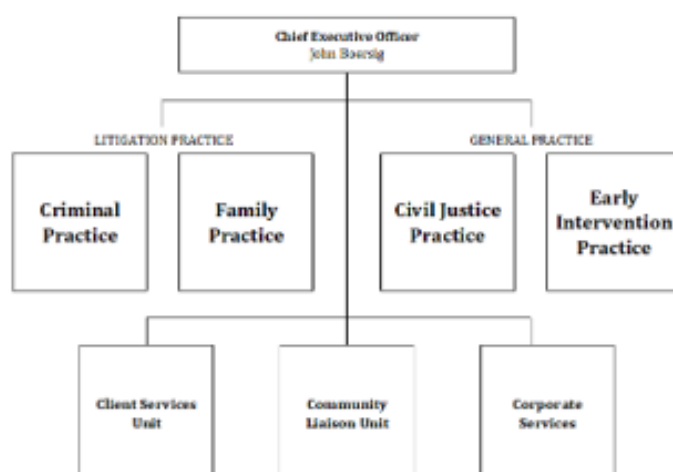
Position Title	Graduate Lawyer
Classification	Legal 1
Responsible to	Experienced Lawyer or Senior Lawyer
Number of direct reports	Nil
Number of indirect reports	Nil

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 Practicing 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

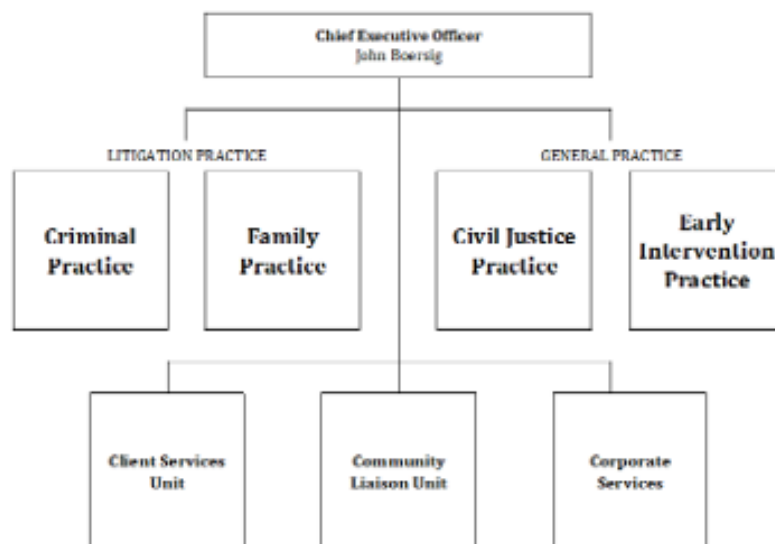
Position Title	Lawyer
Classification	Legal 2
Responsible to	Experienced Lawyer or Senior Lawyer
Number of direct reports	Nil
Number of indirect reports	Nil

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

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.

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 Practicing 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

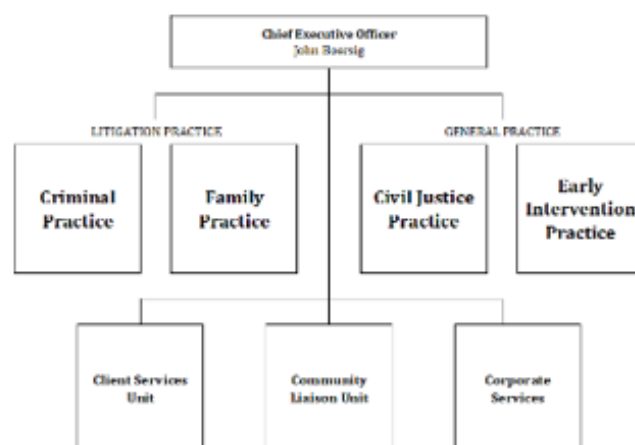
Position Title	Legal Support Officer
Classification	ASO2
Responsible to	Practice Supervisor
Number of direct reports	Nil
Number of indirect reports	Nil

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>



Position Dimension and Relationships

Legal Aid has four (4) in-house legal practice areas: Criminal, Family, Civil Justice and Early Intervention.

Legal Support Officers may be rotated between these four functional areas to enhance their professional development or to meet operational requirements.

Legal Support Officers undertake a range of operational, administrative and procedural support tasks and assist in the provision of services in a legal practice.

Position Overview

The role will include but is not limited to:

Legal Support Services

- Provide the first point of contact for the general public
- Liaise with clients, lawyers, justice agencies, government departments and other relevant organisations
- Manage client files, including preparing new files, checking data, requesting documents, general up-keep of files, movement of files and finalisation of files
- Provide operational, administrative, word processing and procedural support for lawyers
- Arrange duty and client appointments, conferences at barrister's chambers and at other locations, telephone conferences and re-listing of Court matters
- Prepare general correspondence, legal briefs, affidavits and routine court documents
- Maintain statistics regarding legal information and advice, duty lawyer appearances, telephone advice, client details, file management and productivity information, and where appropriate request extensions of legal assistance
- Answer low level enquiries from the public, clients, private lawyers, Courts, Director of Public Prosecutions, ACT Corrective Services, ACT Mental Health Tribunal, various correctional centres, various rehabilitation centres and other organisations
- Assist with client interviews and obtaining client instructions
- Instruct Counsel at conferences with clients and/or in the relevant Court, when necessary, if suitably qualified/knowledgeable
- Provide clients with general information about Court procedure and file progress as requested and keep appropriate records of such attendances
- Develop familiarity with court procedures in the ACT

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
- Perform other duties as directed, consistent with the classification level of the position and in line with competencies

Selection Criteria

Essential:

1. Current Working with Vulnerable People certification
2. Highly developed interpersonal, written and oral communication 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, people experiencing difficulties and/or in distress, and people from disadvantaged or culturally and linguistically diverse backgrounds
5. Ability to work with minimum supervision, under pressure, to set work priorities and to meet competing and tight deadlines
6. Ability to prepare Court documents and acquire a working knowledge of Court procedures
7. Ability to produce high standard of work output including accuracy in word processing and data entry
8. High level technical and digital literacy; familiarity, or the ability to quickly become familiar, with various computer software packages

Desirable:

1. Progress towards a legal degree/qualification