

Position Title	Executive Lawyer (Head of Practice)
Classification	Legal 5
Responsible to	Chief Executive Officer
Number of direct reports	Up to 8
Number of indirect reports	Up to 30

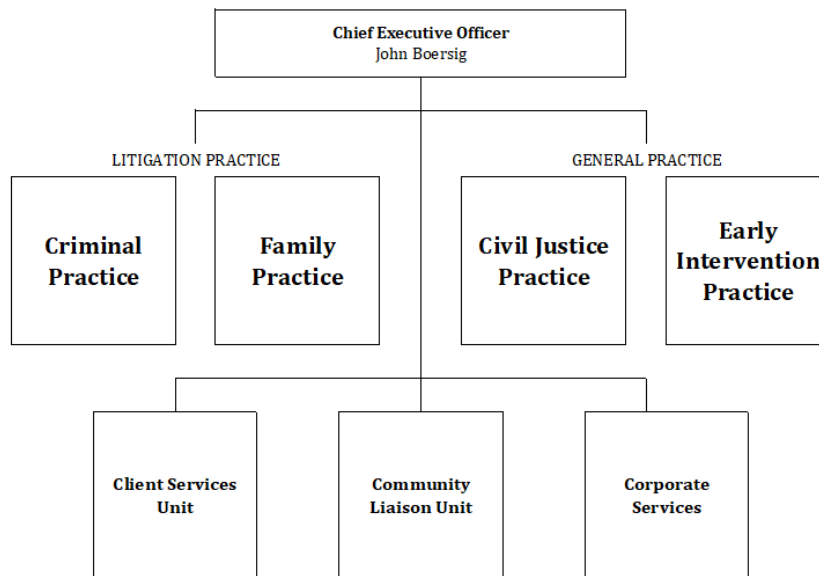
Legal Aid Commission (ACT) (Legal Aid)

Legal Aid, established under the *Legal Aid Act 1977*, is dedicated to promoting a just society in the ACT. Its mission is to ensure vulnerable and disadvantaged individuals receive the legal services necessary to protect their rights and interests, enhance community understanding of the law, and advocate for law reform that benefits those in need.

Legal Aid focuses on early legal intervention, particularly for groups such as victims of family violence, children, the elderly, First Nations people, people with disabilities, and culturally diverse communities. Key objectives include:

- ensuring equitable access to legal services and facilitating early resolution of legal issues, with appropriate referrals to support services.
- improving service efficiency and timeliness to assist more people and enhance legal understanding within the community

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

The Executive Lawyer is a key senior management position within Legal Aid, focused on leadership and management activities, within a legal practice setting.

The Executive Lawyer will be a member of Legal Aid's leadership group and expected to implement Legal Aid's strategic vision for service delivery.

This position will have overall management responsibility for a Practice, primarily involved with supervision and mentoring of lawyers and managing Practice performance.

Executive Lawyers are not expected to hold a fulltime caseload but will attend Court or perform advocacy except where necessary or to support the development of less experienced lawyers.

The Executive Lawyer may be required to attend Legal Aid Board meetings and represent Legal Aid in government and non-government forums.

The role will include but is not limited to:

Legal Services

- Conduct case work as required on behalf of legally-assisted clients and appear before Territory and Commonwealth Courts and Tribunals
- Participate in law reform submissions and responses to law reform proposals

Supervisory Responsibilities

- Manage the staffing and resources to successfully lead a legal practice
- Establish and maintain an effective team operating environment within the Practice
- Manage workload allocation and quality assurance
- Establish expectations of senior lawyers and provide them with support to lead their teams as effective team supervisors
- Drive performance and support direct reports to meet KPIs and program targets
- Provide team leadership, mentoring and coaching for direct reports, junior lawyers and student placements 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
- Participate in and provide strategic direction at internal and external meetings and forums, including to the Legal Aid Board as requested
- 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. Experience in successfully managing teams to deliver results
2. Significant experience in providing complex, high quality, timely and actionable legal advice
3. Excellent knowledge of ACT and Commonwealth law and procedure including ability to research and interpret a variety of legislation

Behavioural Capabilities

1. Highly 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 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