

# Role Description

## Solicitor in Charge VI - Family Law Service for Aboriginal Communities



Cluster	Stronger Communities
Agency	Legal Aid NSW
Division/Branch/Unit	Family Law
Classification/Grade/Band	Legal Officer Grade VI
ANZSCO Code	271311
PCAT Code	1118192
Date of Approval	28 September 2021
Agency Website	<a href="http://www.legalaid.nsw.gov.au">www.legalaid.nsw.gov.au</a>

### Agency overview

Legal Aid NSW is the largest legal aid agency in Australia, comprising a Central Sydney office and 28 regional offices in metropolitan and regional centres across NSW. Legal Aid NSW also has specialist services for priority client groups and an extensive outreach program. It was established under the Legal Aid Commission Act 1979 as an independent authority to assist economically and socially disadvantaged people to understand and protect their rights in the legal system. People with disabilities, people from culturally and linguistically diverse backgrounds, women and children, Indigenous people, refugees and people with mental illness are some groups who may experience difficulties when enforcing and defending their rights.

### Family Law Service for Aboriginal Communities

The Family Law Service for Aboriginal Communities is a state-wide specialist team within the Family Law Division that delivers targeted and holistic legal services to disadvantaged Aboriginal and Torres Strait Islander clients and communities through outreach and by phone. The Unit provides support, training, and guidance to the Family Law Division in the representation of Aboriginal and Torres Strait Islander families in the family law and care and protection jurisdictions and works in partnership with other legal and non-legal service providers. The Family Law Service for Aboriginal Communities also engages in strategic advocacy about systemic issues facing Aboriginal and Torres Strait Islander families across NSW.

### Primary purpose of the role

Provide senior leadership and management of the Family Law Service for Aboriginal Communities and contribute to the strategic direction of the Family Law Division.

### Key accountabilities

- Lead an innovative and targeted specialist family law service for Aboriginal families and children.

- Manage a legal practice that delivers high quality, efficient and effective case work, advice, minor assistance and extended legal assistance in accordance with service delivery plans and the strategic direction of the organisation, the Family Law Division and team.
- Managing a diverse workforce of lawyers, support staff and allied professionals to deliver a holistic service within resource and service delivery constraints.
- Provide training, supervision, guidance and mentoring to ensure a highly capable workforce that is flexible, developed and equipped and provides culturally safe and appropriate services to Aboriginal communities.
- Develop and deliver on strategies and contribute to law reform and policy initiatives to improve access to justice and address systemic legal issues facing Aboriginal people and communities.
- Lead the delivery of services in any specialist Aboriginal lists established in the Federal Circuit and Family Court of Australia and the Children’s Court.
- Develop and maintain effective partnerships and relationships both internal and external to improve access to justice for Aboriginal clients and communities.
- Contribute to the overall leadership and direction of the Family Law Division through the Family Law Executive.

### Key challenges

- Developing and maintaining a responsive statewide legal service that is culturally competent and safe for clients and staff that maintains culturally safe and appropriate ways of working with Aboriginal clients and communities within a mainstream organisation.
- Prioritising resources and service responses to Aboriginal clients and communities with the greatest unmet legal need.
- Developing and maintaining a large number and range of internal and external relationships and partnerships, including the Aboriginal Legal Service, Aboriginal Community Controlled Organisations, and the Department of Communities and Justice, to improve outcomes for Aboriginal people, including through the development of referral pathways for early intervention in care and protection matters, managing and taking account of competing views and different priorities.

### Key relationships

Who	Why
<b>Internal</b>	
Associate Director, Family Law	<ul style="list-style-type: none"> <li>• Escalate issues, keep informed of key risks and projects, seek support and guidance</li> <li>• Provide advice and expertise on issues affecting Aboriginal clients, communities and staff</li> </ul>
Family Law Executive	<ul style="list-style-type: none"> <li>• Contribute to the strategic direction and service delivery priorities of the Family Law Division</li> <li>• Provide advice and expertise on issues affecting Aboriginal clients and communities</li> </ul>
Family Law Division and the Family Law Service for Aboriginal Communities	<ul style="list-style-type: none"> <li>• Provide leadership, direction, guidance and mentoring</li> <li>• Build the capability of staff, particularly senior solicitors</li> <li>• Obtain the team perspective on organisational initiatives and direction</li> <li>• Share information, knowledge and expertise</li> </ul>

Who	Why
Aboriginal Services Branch	<ul style="list-style-type: none"> <li>Consult on and contribute to initiatives on cultural competency, cultural safety and best practice approaches to working with Aboriginal clients</li> <li>Ensure that Aboriginal staff are supported in the workplace, and career pathways are developed in alignment with the Aboriginal Employment and Career Development Strategy</li> </ul>
Regional offices and other specialist teams	<ul style="list-style-type: none"> <li>Work in partnership to deliver services</li> <li>Provide guidance and direction on areas of specialist expertise</li> </ul>
External	
Aboriginal communities	<ul style="list-style-type: none"> <li>Work with communities to identify needs and address systemic issues</li> </ul>
Legal and non-legal service providers	<ul style="list-style-type: none"> <li>Work in partnership or collaboration to deliver services</li> <li>Keep informed of relevant projects and services</li> </ul>
Other stakeholders including government	<ul style="list-style-type: none"> <li>Contribute to law reform, engage in systemic advocacy, develop legal service delivery and contribute to other joint projects</li> </ul>

## Role dimensions

### Decision making

The Solicitor in Charge provides senior Aboriginal leadership and strategic direction to the Family Law Program. The role operates with autonomy for day to day work priorities and the coordination of work and team resources to meet service delivery needs. The Solicitor in Charge provides advice, decision making and supervision to solicitors and staff reporting to the role. The role has delegation for certain policy and casework decisions within relevant legislation and guidelines. They can approve expenditure within budget for travel and outreach costs.

### Reporting line

Associate Director, Family Law

### Direct reports

Legal Officers V,

Legal Officers IV

Legal Officers I-III

Office Manager, Clerk Grade 5/6

Caseworkers, Clerk Grade 5/6

Aboriginal Field Officers, Clerk Grade 5/6

### Budget/Expenditure

Nil

### Essential requirements

- Aboriginality
- Qualifications to practice as an Australian legal practitioner
- NSW Practising Certificate
- Working with Children Check
- Must hold valid NSW drivers license
- Comprehensive understanding and knowledge of working with Aboriginal clients and communities






### Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)


This role also utilises an [occupation specific capability set](#).

### Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	<b>Display Resilience and Courage</b>	<b>Advanced</b>
	Act with Integrity	Adept
	Manage Self	Advanced
	<b>Value Diversity</b>	<b>Advanced</b>
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	<b>Influence and Negotiate</b>	<b>Advanced</b>
 Results	Deliver Results	Adept
	<b>Plan and Prioritise</b>	<b>Adept</b>
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>
 People Management	<b>Manage and Develop People</b>	<b>Advanced</b>
	Inspire Direction and Purpose	Advanced
	Optimise Business Outcomes	Adept
	<b>Manage Reform and Change</b>	<b>Adept</b>

## Legal Professionals Capability Set

Capability Group	Capability Name	Level
	Statutory Interpretation	not applicable
	Legal Research	not applicable
	Legal Advice	Level 3
	Legal Drafting	not applicable
	Litigation and Dispute Resolution	not applicable
	Prosecution	not applicable
	Advocacy	Level 3
	Legislative Development and Drafting	not applicable

### Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Courage	Advanced	<ul style="list-style-type: none"> <li>Stay calm and act constructively in highly pressured and unpredictable environments</li> <li>Give frank, honest advice in the face of strong, contrary views</li> <li>Accept criticism of own ideas and respond in a thoughtful and considered way</li> <li>Welcome new challenges and persist in raising and working through novel and difficult issues</li> <li>Develop effective strategies and show decisiveness in dealing with emotionally charged situations, difficult and controversial issues</li> </ul>
<b>Personal Attributes</b> Value Diversity	Advanced	<ul style="list-style-type: none"> <li>Encourage and include diverse perspectives in the development of policies and strategies</li> <li>Leverage diverse views and perspectives to develop new approaches to delivery of outcomes</li> <li>Build and monitor a workplace culture that values fair and inclusive practices and diversity principles</li> <li>Implement methods and systems to ensure that individuals can participate to their fullest ability</li> <li>Recognise the value of individual differences to support broader organisational strategies</li> </ul>
<b>Relationships</b> Influence and Negotiate	Advanced	<ul style="list-style-type: none"> <li>Influence others with a fair and considered approach and present persuasive counter-arguments</li> </ul>

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Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>• Work towards mutually beneficial win/win outcomes</li> <li>• Show sensitivity and understanding in resolving acute and complex conflicts</li> <li>• Identify key stakeholders and gain their support in advance</li> <li>• Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise</li> <li>• Pre-empt and minimise conflict within the organisation and with external stakeholders</li> </ul>
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>• Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work</li> <li>• Initiate, prioritise, consult on and develop team/unit goals, strategies and plans</li> <li>• Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses</li> <li>• Ensure current work plans and activities support and are consistent with organisational change initiatives</li> <li>• Evaluate achievements and adjust future plans accordingly</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>
<b>People Management</b> Manage and Develop People	Advanced	<ul style="list-style-type: none"> <li>• Refine roles and responsibilities over time to achieve better business outcomes</li> <li>• Recognise talent, develop team capability and undertake succession planning</li> <li>• Coach and mentor staff and encourage professional development and continuous learning</li> <li>• Provide timely, constructive and objective feedback to staff</li> <li>• Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>People Management</b> Manage Reform and Change	Adept	<ul style="list-style-type: none"><li>• Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives</li><li>• Actively promote change processes to staff and participate in the communication of change initiatives across the organisation</li><li>• Provide guidance, coaching and direction to others managing uncertainty and change</li><li>• Engage staff in change processes and provide clear guidance, coaching and support</li><li>• Identify cultural barriers to change and implement strategies to address these</li></ul>