

# Role Description

## Solicitor in Charge-Commonwealth Crime Unit



Cluster	Stronger Communities
Agency	Legal Aid NSW
Division/Branch/Unit	Criminal Law
Classification/Grade/Band	Legal Officer Grade V
ANZCO Code	271311
PCAT Code	1118192
Date of Approval	10 October 2019
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, 24 regional offices in metropolitan and regional centres across NSW and a number of specialist services and advice clinics. 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 and people with mental illness are some of the groups who may experience difficulties when enforcing and defending their rights.

Working in partnership with private lawyers, Legal Aid NSW provides legal information, legal advice, minor assistance and legal representation to eligible people in many areas of law. Legal Aid NSW also provides alternative dispute resolution services, community legal education programs, and publications on legal issues.

### Primary purpose of the role

Lead and manage the Commonwealth Crime Unit to ensure the efficient and effective use of resources and that client services meet the needs of the community and other stakeholders.

### Key accountabilities

- Lead and manage the day to day activities of the CCU to ensure the efficient and effective use of resources and that client services meet the needs of the community and other stakeholders
- Manage staff development
- Monitor service delivery to evaluate office efficiency and productivity
- Provide a high-quality legal assistance services
- Monitor policies and procedures to ensure service delivery is appropriate
- Develop, implement and maintain stakeholder relationships both internal and external

## Key challenges

- Manage a practise with clients from culturally and linguistically diverse backgrounds.
- Maintain an up-to-date and specialised knowledge of Commonwealth Legal Practice.

## Key relationships

Who	Why
<b>Internal</b>	
Deputy Director	<ul style="list-style-type: none"><li>• Support and guidance</li></ul>
Office Manager	<ul style="list-style-type: none"><li>• Day to day management of office</li></ul>
Staff of CCU	<ul style="list-style-type: none"><li>• Provide leadership, direction, guidance and mentoring.</li><li>• Build the capability of staff</li><li>• Obtain the team perspective on organisational initiatives and direction</li><li>• Share information, knowledge and expertise</li></ul>
<b>External</b>	
Commonwealth Director of Public Prosecutions	<ul style="list-style-type: none"><li>• Develop and maintain strong collaborative relationship</li></ul>
Local Private solicitors	<ul style="list-style-type: none"><li>• Day to day liaison regarding assignment of legal matters</li><li>• Develop key relationships with legal community</li><li>• Develop relationships</li></ul>

## Role dimensions

### Decision making

The role operates with autonomy in respect of their day to day work priorities and the coordination of work and resources of the team to meet service levels. It provides advice and decision making to solicitors reporting to the position.

### Reporting line

Deputy Director, Crime

### Direct reports

Legal Officers IV and I-III Office Manager

### Budget/Expenditure

n/a

## Essential requirements

Legal Qualifications

Practising Certificate

Current Ddrivers' licence






## 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	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	<b>Manage Self</b>	<b>Advanced</b>
	<b>Value Diversity</b>	<b>Advanced</b>
 Relationships	Communicate Effectively	Adept
	<b>Commit to Customer Service</b>	<b>Advanced</b>
	Work Collaboratively	Adept
	<b>Influence and Negotiate</b>	<b>Adept</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
	<b>Technology</b>	<b>Intermediate</b>
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
 People Management	<b>Manage and Develop People</b>	<b>Advanced</b>
	Inspire Direction and Purpose	Adept
	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
	<b>Legal Advice</b>	<b>Level 3</b>
	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> Manage Self	Advanced	<ul style="list-style-type: none"> <li>Act as a professional role model for colleagues, set high personal goals and take pride in their achievement</li> <li>Actively seek, reflect and act on feedback on own performance</li> <li>Translate negative feedback into an opportunity to improve</li> <li>Maintain a high level of personal motivation</li> <li>Take the initiative and act in a decisive way</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> Commit to Customer Service	Advanced	<ul style="list-style-type: none"> <li>Promote a culture of quality customer service in the organisation</li> <li>Initiate and develop partnerships with customers to define and evaluate service performance outcomes</li> <li>Promote and manage alliances within the organisation and across the public, private and community sectors</li> <li>Liaise with senior stakeholders on key issues and provide expert and influential advice</li> <li>Identify and incorporate the interests and needs of customers in business process design</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>• Ensure that the organisation's systems, processes, policies and programs respond to customer needs</li> <li>• Negotiate from an informed and credible position</li> <li>• Lead and facilitate productive discussions with staff and stakeholders</li> <li>• Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>• Recognise and explain the need for compromise</li> <li>• Influence others with a fair and considered approach and sound arguments</li> <li>• Show sensitivity and understanding in resolving conflicts and differences</li> <li>• Manage challenging relations with internal and external stakeholders</li> <li>• Pre-empt and minimise conflict</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> Technology	Intermediate	<ul style="list-style-type: none"> <li>• Apply computer applications that enable performance of more complex tasks</li> <li>• Apply practical skills in the use of relevant technology</li> <li>• Make effective use of records, information and knowledge management functions and systems</li> <li>• Understand and comply with information and communications security and acceptable use policies</li> <li>• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies</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>

## Legal Professionals Capability Set

Group and Capability	Level	Behavioural Indicators
<b>Legal</b> Legal Advice	Level 3	<ul style="list-style-type: none"> <li>Independently identify the client, scope, purpose and form of legal advice required in complex, urgent or sensitive matters.</li> <li>Clarify and refine instructions where appropriate and assist others to do so.</li> <li>Deal independently with vulnerable clients, including where capacity may be in issue or where ethical or cross-cultural issues arise.</li> <li>Independently analyse and apply relevant law to complex facts, incorporating policy, probity and operational considerations, and creatively formulating options.</li> <li>Independently identify and advise upon emerging legal risks and their strategic, commercial and policy implications.</li> <li>Provide guidance to others on selection of external legal services providers and approve briefing of external legal services providers.</li> <li>Conduct quality assurance of external legal advice provided and provide feedback to external legal providers.</li> <li>Provide professional supervision to other legal roles in preparing legal advice to assure the quality of the advice provided.</li> </ul>