

# Role Description

## Solicitor in Charge, Children's Civil Law Service



Cluster	Stronger Communities
Agency	Legal Aid NSW
Division/Branch/Unit	Civil Law
Classification/Grade/Band	Legal Officer Grade V
ANZCO Code	271311
PCAT Code	2118192
Date of Approval	26 August 2019 4 November 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 26 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 groups who may experience difficulties when enforcing and defending their rights.

Legal Aid NSW provides legal advice, information, minor assistance and legal representation in many areas of law. Legal Aid NSW also provides alternative dispute resolution services, community legal education programs, and publications on legal issues.

The Children's Civil Service (CCLS) is a specialist team in the Civil Law Division of Legal Aid NSW. The CCLS provides holistic civil law and youth casework assistance to highly disadvantaged people in Sydney who are involved with the criminal justice system. The CCLS is a multi-disciplinary team, and works in collaboration with criminal lawyers and other stakeholders to provide wrap around civil law services to vulnerable young people, including children and young people who are in, or have a history of being in, out of home care (OoHC).

### Primary purpose of the role

Provide senior management and leadership of the CCLS and provide civil law services to young people with complex needs, including in more complex and systemic matters. Contribute to the direction of the civil law division.

### Key accountabilities

- Lead an innovative and targeted specialist civil law legal service for young people identified as having complex needs.

- Manage and provide a legal practice that delivers high quality, efficient and effective legal services in accordance with service delivery plans and the strategic direction of the organization, division and team.
- Provide supervision, guidance and mentoring to staff to ensure a highly capable workforce that is flexible, developed and equipped.
- Develop and deliver on strategies for addressing systemic legal issues experienced by young people.
- Develop and maintain effective partnerships and relationships both internal and external in an effort to improve access to justice for disadvantaged young people.
- Contribute to the overall leadership and direction of the civil law division through the civil law executive group.

## Key challenges

- Developing and maintaining a legal service that is trauma informed, culturally competent and safe for clients and staff.
- Managing and supervising a diverse workforce of lawyers, youth caseworkers and support staff to deliver a holistic service within resource and service delivery constraints.
- Developing and maintaining a large number and range of internal and external relationships and partnerships to maximise outcomes for young people, including through managing and taking account of competing views and different priorities.

## Key relationships

Who	Why
<b>Internal</b>	
Director, Civil Law	<ul style="list-style-type: none"> <li>• Escalate issues, keep informed of key risks and projects, seek support and guidance</li> </ul>
Civil Law executive	<ul style="list-style-type: none"> <li>• Contribute to the strategic direction and service delivery priorities of the civil law division.</li> <li>• Provide advice and expertise on issues affecting disadvantaged young people</li> </ul>
Staff of CCLS	<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>
<b>External</b>	
Clients	<ul style="list-style-type: none"> <li>• Advise and represent individual clients</li> </ul>
Legal and non-legal service providers	<ul style="list-style-type: none"> <li>• Work in partnership or collaboration to deliver services, identify needs and address systemic issues</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**

Director, Civil Law

### **Direct reports**

Legal Officers IV, I-III, paralegals and other non-legal staff

### **Budget/Expenditure**

n/a

## **Essential requirements**

Qualifications to practice as an Australian legal practitioner

NSW Practising Certificate

Working with Children Check

Fully vaccinated against COVID-19 prior to commencement

## **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>Adept</b>
	Act with Integrity	Adept
	<b>Manage Self</b>	<b>Advanced</b>
	Value Diversity	Adept
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	<b>Work Collaboratively</b>	<b>Adept</b>
	<b>Influence and Negotiate</b>	<b>Adept</b>
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	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	Adept
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Adept

## Legal Professionals Capability Set

Capability Group	Capability Name	Level
 Legal	Statutory Interpretation	Level 2
	Legal Research	Level 2
	Legal Advice	Level 3
	Legal Drafting	Level 2
	Litigation and Dispute Resolution	Level 2
	Prosecution	not applicable
	Advocacy	Level 2
	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	Adept	<ul style="list-style-type: none"> <li>• Be flexible, show initiative and respond quickly when situations change</li> <li>• Give frank and honest feedback/advice</li> <li>• Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively</li> <li>• Raise and work through challenging issues and seek alternatives</li> <li>• Keep control of own emotions and stay calm under pressure and in challenging situations</li> </ul>
<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>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Encourage a culture of recognising the value of collaboration</li> <li>• Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>• Share lessons learned across teams/units</li> <li>• Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <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> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering on intended outcomes</li> <li>• Make sure team/unit staff understand expected goals and acknowledge success</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>• Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>• Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>• Use own expertise and seek others' expertise to achieve work outcomes</li> </ul> <hr/> <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> <li>• Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives</li> </ul>