

Role Description

Solicitor – Children’s Civil Law Service

Cluster	Stronger Communities
Agency	Legal Aid NSW
Division/Branch/Unit	Civil Law
Classification/Grade/Band	Legal Officer Grade IV
ANZSCO Code	271311
PCAT Code	2118192
Date of Approval	30 April 2019- Feb 2022-reviewed Jan 2023
Agency Website	www.legalaid.nsw.gov.au

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 including two satellite offices located at Walgett and Bourke 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 Law 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 young people 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. The CCLS also provides services to young people who are participants in the Youth Koori Court (YKC), a court which uses culturally appropriate practices and principles for First Nations young people.

Primary purpose of the role

Provide high quality advice, minor assistance and casework service to disadvantaged young people in a range of areas such as consumer, mental health, human rights, employment, housing, immigration, social security, and/or coronial inquests, or other areas of civil law.

The role will work collaboratively with a range of stakeholders in a cross agency setting providing wrap around support to young people in contact with the justice system.

Key accountabilities

- Provide an efficient and effective legal service to disadvantaged young people in accordance with service delivery plans and strategic directions.
- Supervise and support staff providing services to clients of the Children's Civil Law Service in compliance to the Legal Aid Commission Act, policies, guidelines and practice management standards.
- Develop and maintain relationships and collaboration with relevant stakeholders, including criminal lawyers, Youth Justice, Family and Community Services and the Children's Court, particularly the YKC.
- Contribute to the planning and delivery of high-quality legal services by staff working in the Civil Law Division, including contributing to law and policy reform.
- Conduct community legal education and assist in preparing promotional materials and/or information booklets and pamphlets.
- Work collaboratively with relevant stakeholders and service delivery partners to build capacity in the provision of children's civil law services
- Keep up-to-date on legal developments and procedures and attend training to maintain professional standards and retain a practicing certificate.

Key challenges

- Communicate with, take instructions from and effectively represent disadvantaged young people in a range of settings, including young people with complex needs who have experienced trauma, who are homeless or at risk of homelessness, have a physical or intellectual disability, come from non-English speaking or Aboriginal and Torres Strait Islander backgrounds, or have difficulties such as drug or alcohol addictions or mental health problems, when the legal concepts involved are complex and difficult for the client to understand.
- Establishing relationships and working collaboratively with a range of stakeholders in cross-agency settings.

Key relationships

Who	Why
Internal	
Solicitor In Charge, Children's Civil Law Service	Reports to this position, seek support and guidance
Solicitors	Provide direction, guidance and mentoring
Youth Casework team	Work collaboratively with clients
Civil law division	Build capacity and provide guidance and support
External	
Clients, legal and other stakeholders	Representing individual clients, and contributions to law reform and systemic advocacy

Role dimensions

Decision Making

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

Reporting Line

Solicitor in Charge – Children's Civil Law Service

Direct Reports

Youth caseworker

Legal Officers I-III

Paralegals

Essential requirements

Qualifications to practice as an Australian legal practitioner

NSW Practising Certificate

Current NSW Working with Children Check

Drivers' Licence

Fully vaccinated against COVID-19 prior to commencing in the role

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.

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
	Manage Self	Advanced
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

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
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate a high level of personal motivation
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to the audience

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams/units Share lessons learned across teams/units Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Deliver Results	Adept	<ul style="list-style-type: none"> Take responsibility for delivering on intended outcomes Make sure team/unit staff understand expected goals and acknowledge success Identify resource needs and ensure goals are achieved within budget and deadlines Identify changed priorities and ensure allocation of resources meets new business needs Ensure financial implications of changed priorities are explicit and budgeted for Use own expertise and seek others' expertise to achieve work outcomes
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work Initiate, prioritise, consult on and develop team/unit goals, strategies and plans Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses Ensure current work plans and activities support and are consistent with organisational change initiatives Evaluate achievements and adjust future plans accordingly
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> Plan and deliver tasks in line with agreed schedules Check progress against schedules, and seek help to overcome barriers Participate in planning and provide feedback about improvements to schedules
People Management Manage Reform and Change	Intermediate	<ul style="list-style-type: none"> Promote change processes and communicate change initiatives across the team/unit Accommodate changing priorities and respond flexibly to uncertainty and ambiguity Support others in managing uncertainty and change