

Role Description

Managing Advocate (Family Law)



Cluster	Stronger Communities
Agency	Legal Aid NSW
Division/Branch/Unit	Family Law
Classification/Grade/Band	Legal Officer Grade VI
Role Number	50000350
ANZSCO Code	271111
PCAT Code	1118192
Date of Approval	4 November 2019
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 25 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, from 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 advice, information and 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

Manage the delivery of advocacy services for the family law division. Provide advocacy services in a range of courts. Contribute towards the law reform objectives of the Family Division. Provide expert supervision, training and support to family law division staff across all areas of law.

Key accountabilities

- Provide assistance and authoritative advice to the Director to ensure the effective planning, management and delivery of advocacy services for the family law division so that they meet the existing and future needs of clients, and that they are efficient and effective
- Build links between all units and offices across the family law division who provide advocacy services (including ACLU, Relief Unit and offices providing agency services) to ensure that inhouse lawyers are supported to deliver high quality services in the most efficient and effective manner
- Conduct complex matters for hearing in a range of courts including the Family Court, Federal Circuit Court, Children's Court, District Court and Supreme Courts

- Provide supervision and support to Grade V advocates, staff undertaking advocacy and manage all requests for counsel and in-house advocacy services
- Provide advice on initiatives affecting the Family Law Division including response to law reform relevant to the Division
- Provide training internally and externally across all areas of law
- Contribute to the development and review of the family law division's strategies and business plans

Key challenges

- Effectively collaborating in the ongoing review and development of family law division structure, policies, practices, standards and training.
- Balancing the requirement to undertake complex advocacy with the management responsibilities attached to the role.
- Working across a range of units and services to quality service provision and building the capabilities of all legal staff to deliver a full range of legal services and respond better to client needs.

Key relationships

Who	Why
Internal	
Director, Family	<ul style="list-style-type: none"> • Expert strategic advice
Advocates Grade VI	<ul style="list-style-type: none"> • Work allocation and peer support
Advocates Grade V	<ul style="list-style-type: none"> • Work allocation and peer support
Solicitor in Charge, ACLU	<ul style="list-style-type: none"> • Support and resourcing
Senior Solicitor, Relief	<ul style="list-style-type: none"> • Work allocation and support
Family Law practice managers	<ul style="list-style-type: none"> • Flow of work, resourcing, support
External	
Courts	<ul style="list-style-type: none"> • Administration
Clients	<ul style="list-style-type: none"> • Representation
Judicial Officers	<ul style="list-style-type: none"> • Judicial determinations

Role dimensions

Decision making

The Managing Advocate operates with a great level of autonomy in respect to their day to day work priorities and in delivering their key accountabilities. The role provides leadership and guidance and high-level specialist advice on complex matters to the Director Family Law Division. Family Senior Leadership team, staff and colleagues.

Reporting line

Director - Family

Direct reports

Advocates Grade V (2)

Budget/Expenditure

n/a

Essential requirements

Legal Qualifications

Practising Certificate

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

Legal Professionals Capability Set

Capability Group	Capability Name	Level
 Legal	Statutory Interpretation	Level 3
	Legal Research	not applicable
	Legal Advice	Level 3
	Legal Drafting	Level 3
	Litigation and Dispute Resolution	Level 3
	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
Personal Attributes Display Resilience and Courage	Adept	<ul style="list-style-type: none"> • Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback/advice • Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively • Raise and work through challenging issues and seek alternatives • Keep control of own emotions and stay calm under pressure and in challenging situations
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> • Model the highest standards of ethical behaviour and reinforce them in others • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Ensure that others have a working understanding of the legislation and policy framework within which they operate • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act on reported breaches of rules, policies and guidelines
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> • Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Influence and Negotiate	Advanced	<ul style="list-style-type: none"> • Connect and collaborate with relevant stakeholders within the community • Influence others with a fair and considered approach and present persuasive counter-arguments • Work towards mutually beneficial win/win outcomes • Show sensitivity and understanding in resolving acute and complex conflicts • Identify key stakeholders and gain their support in advance • Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise • Pre-empt and minimise conflict within the organisation and with external stakeholders
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
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> • Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies
People Management Manage Reform and Change	Adept	<ul style="list-style-type: none"> • Actively promote change processes to staff and participate in the communication of change initiatives across the organisation • Provide guidance, coaching and direction to others managing uncertainty and change • Engage staff in change processes and provide clear guidance, coaching and support • Identify cultural barriers to change and implement strategies to address these