

Role Description

Senior Legal Project Officer - Children's Criminal Justice Issues

Role Description Fields	Details
Cluster	Stronger Communities
Department/Agency	Legal Aid NSW
Division/Branch/Unit	Criminal law Division
Classification/Grade/Band	Legal Officer Grade VI
ANZSCO Code	271311
PCAT Code	118192
Date of Approval	16 May 2024
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, 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

Provide statewide oversight of children's crime practice issues. The role will develop and manage key internal and external stakeholder relationships and lead the development and implementation of children's criminal justice reforms and strategic advocacy initiatives.

Key accountabilities

- Understand the complex interrelationship of care, crime and civil law issues affecting children and young people, and identify the relevant forums, working groups and existing projects through which we may advance strategic goals under the Legal Aid NSW Plan, Crime Executive Plan and other corporate initiatives.
- Provide leadership in maintaining good working relationships with State and Territory government and other key stakeholders, including the legal profession and members of the judiciary.
- Represent Legal Aid NSW on external communities and youth justice related working groups.
- Conduct regular consultation with in-house solicitors, managers, policy/project counterparts and allied health professionals across the organisation to identify local and systemic issues and coordinate

projects/strategies to respond which identify interdependencies and leverage resources to maximise efficiencies and achieve required outcomes.

- Manage complex and sensitive projects aimed at developing options and strategies in response to law reform, Government and justice sector initiatives which impact on children in the criminal justice system.
- Lead and oversee project development and implementation across a portfolio of complex youth crime and justice initiatives, including preparing business cases and project plans, establishing appropriate governance, preparing costings and managing resources and meeting reporting requirements to ensure project outcomes are achieved.

Key challenges

- Managing complex and sensitive consultations and negotiations with diverse stake within agreed timelines, given their varying expectations, viewpoints and interests.
- Achieving multiple project objectives, given limited resources and tight deadlines and the need to identify project interdependencies and balance competing demands and priorities.
- Using initiative and judgement in negotiating and influencing strategic policy initiatives with senior managers and senior representatives of other government and non-government agencies.

Key relationships

Internal

Who	Why
Executive Director and Deputy Director Criminal Law Division	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions • Provide expert advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions
Stakeholders including Solicitor in Charge of Children's Legal Service (CLS) and Children's Civil Law Service (CCLS), Regional Crime Practice Managers, Senior Legal Project Officers	<ul style="list-style-type: none"> • Provide expert advice on a range of project related issues and strategies • Optimise engagement to achieve defined outcomes • Monitor and consult on emerging local and systemic issues in a collaborative way

External

Who	Why
Stakeholders	<ul style="list-style-type: none"> • Consult on and negotiate the development, delivery and evaluation of children's criminal justice sector reforms and projects • Manage expectations and resolve issues

Role dimensions

Decision making

The Senior Legal Project Officer (Children's Criminal Justice Issues) operate with a great level of autonomy in respect to their day to day work priorities and the coordination of work and resources to meet deliverables of strategic Criminal Law Division projects and initiatives. The role provides high level expert advice on a range of project related issues and strategies to the Crime Executive team, staff and colleagues.

Reporting line

Executive Director Criminal Law

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Be admitted or eligible for admission, as a legal practitioner in NSW
- Be able to provide a valid Practising Certificate prior to commencement in the role

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.


The capabilities are separated into focus capabilities and complementary capabilities

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none">• Remain composed and calm and act constructively in highly pressured and unpredictable environments• Give frank, honest advice in response to strong contrary views• Accept criticism of own ideas and respond in a thoughtful and considered way• Welcome new challenges and persist in raising and working through novel and difficult issues• Develop effective strategies and show decisiveness in dealing with emotionally charged situations and difficult or controversial issues	Advanced



Act with Integrity

Be ethical and professional, and uphold and promote the public sector values

- Model the highest standards of ethical and professional behaviour and reinforce their use
- Represent the organisation in an honest, ethical and professional way and set an example for others to follow
- 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 promptly on reported breaches of legislation, policies and guidelines

Advanced

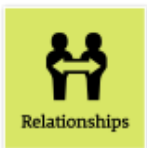


Work Collaboratively

Collaborate with others and value their contribution

- Recognise outcomes achieved through effective collaboration between teams
- Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government
- Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions
- Network extensively across government and organisations to increase collaboration
- Encourage others to use appropriate collaboration approaches and tools, including digital technologies

Advanced



Influence and Negotiate

Gain consensus and commitment from others, and resolve issues and conflicts

- 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 and differences
- 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
- Anticipate and minimise conflict within the organisation and with external stakeholders

Advanced



Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes
- Make sure staff understand expected goals and acknowledge staff success in achieving these
- Identify resource needs and ensure goals are achieved within set budgets and deadlines
- Use business data to evaluate outcomes and inform continuous improvement
- Identify priorities that need to change and ensure the allocation of resources meets new business needs
- Ensure that the financial implications of changed priorities are explicit and budgeted for

Adept



Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues
- Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others
- Take account of the wider business context when considering options to resolve issues
- Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
- Implement systems and processes that are underpinned by high-quality research and analysis
- Look for opportunities to design innovative solutions to meet user needs and service demands
- Evaluate the performance and effectiveness of services, policies and programs against clear criteria

Advanced

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
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Manage Self






Show drive and motivation, an ability to self-reflect and a commitment to learning

Adept

	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Adept

Occupational Specific Complimentary Capabilities

Capability group/sets	Capability name	Description	Level
	Statutory Interpretation	Interpret legislation, subordinate legislation and instruments in accordance with legislation and accepted legal principles	Level 3
	Legal Research	Undertake legal research	Level 2
	Legal Advice	Provide quality independent legal advice and explanation of legal issues	N/A

 Legal	Legal drafting	Prepare legal documents to achieve client outcomes	N/A
 Legal	Litigation and Dispute Resolution	Litigate and resolve disputes effectively in relevant forums and jurisdictions	N/A
 Legal	Prosecution	Prosecute offences in accordance with the relevant law, conduct rules and prosecutorial standards	N/A
 Legal	Advocacy	Act as an effective and ethical advocate	Level 3
 Legal	Legislative Development and Drafting	Provide legal services relating to legislative proposals and legislative drafting	N/A