Role Description
Manager Professional Development

Cluster	Stronger Communities
Agency	Legal Aid NSW
Division/Branch/Unit	Criminal Law
Location	Central Sydney
Classification/Grade/Band	Legal Officer Grade V
ANZSCO Code	271311
PCAT Code	1228192
Date of Approval	08 October 2014reviewed July 2023
Agency Website	www.legalaid.nsw.gov.au

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 the 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 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

Develop and implement an innovative and comprehensive professional development and training program to lawyers in the Criminal Law Division to build and strengthen their capability. Ensure lawyers in the Division have access to regular Continuing Professional Development (CPD) to ensure their requirements can be met.

Key accountabilities

- Design and deliver the annual Criminal Law Conference with high quality and relevant presentations on topics and issues that can be applied to day to day practice.
- Design, maintain and produce the Criminal Law Division podcast with regular episodes of relevance and interest to criminal solicitors.

- Design and deliver a comprehensive professional development and training program that includes regular in person and online seminars with respected legal professionals on developments in the criminal law, including legislative changes.
- Develop and maintain productive, collaborative relationships with internal and external stakeholders to achieve the objectives of the Criminal Division Strategic Plan.
- Design and deliver an effective induction training program for legal officer new to the Criminal Law Division.
- Co-ordinate the development of targeted training for specialist practice areas such as the Children's Legal Service, Prisoners' Legal Service, Indictable Appeals, High Risk Offender Unit, Drug Court and the Walama team.
- Develop and co-ordinate the delivery of a high quality advocacy training program to enhance the skills of legal officers with varying levels of experience.

Key challenges

- Remaining up to date with developments in criminal law and procedure given the frequency of changes in legislation and case law and ensuring that such developments are effectively conveyed to all staff in the Criminal Division.
- Ensuring the training needs across a large and complex practice area are met.

Key relationships

Who	Why
Internal	
Executive Director Crime and Deputy Director Crime	• Reports to these positions
Criminal Division solicitors	• Liaise and collaborate
External	
Public Defenders, the Office of the Director of Public Prosecutions, NSW Bar Association, NSW Law Society, private practitioners, the Aboriginal Legal Service and Community Legal Centres.	• Liaise (either participants or presenters)

NSW
GOVERNMENT

Role dimensions

Decision making

This role works with a high level of autonomy and provides the Director and Deputy Director with advice and recommendations about the legal education and training needs of the Division. The role is accountable for advice provided and recommendations made.

Reporting line

Director, Crime.

Direct reports

2 x Legal Officers

Budget/Expenditure

Nil

Essential requirements

Eligible to hold a NSW 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

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	Advanced
	Act with Integrity	Advanced
	Manage Self	**Advanced**
	Value Diversity and Inclusion	Advanced
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	Adept
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	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	Level 3
	Legal Advice	Level 3
	Legal Drafting	Level 3
	Litigation and Dispute Resolution	n/a
	Prosecution	n/a
	Advocacy	n/a
	Legislative Development and Drafting	Level 3

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	• Act as a professional role model for colleagues, set high personal goals and take pride in their achievement • Actively seek, reflect and act on feedback on own performance • Translate negative feedback into an opportunity to improve • Maintain a high level of personal motivation • Take the initiative and act in a decisive way
Relationships Communicate Effectively	Adept	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences
Relationships Work Collaboratively	Adept	• 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 Plan and Prioritise	Adept	• Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• 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
Results Think and Solve Problems	Adept	• Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Business Enablers Project Management	Intermediate	• Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes • Prepare accurate documentation to support cost or resource estimates • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans
People Management Manage and Develop People	Adept	• Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes

Group and Capability	Level	Behavioural Indicators
		• Adjust performance development processes to meet the diverse abilities and needs of individuals and teams • Develop work plans that consider capability, strengths and opportunities for development • Be aware of the influences of bias when managing team members • Seek feedback on own management capabilities and develop strategies to address any gaps • Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way • Monitor and report on team performance in line with established performance development frameworks