

# Role Description

## Professional Legal Training (Aboriginal Identified)

Role Description Fields	Details
Cluster	Stronger Communities
Department/Agency	Legal Aid NSW
Division/Branch/Unit	Executive
Role number	Various
Classification/Grade/Band	Legal Officer Grade I
Senior executive work level standards	Not Applicable
ANZSCO Code	271311
PCAT Code	1118192
Date of Approval	25 September 2024
Agency Website	<a href="https://www.legalaid.nsw.gov.au/">https://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 28 regional offices in metropolitan and regional centres across NSW including two satellite offices at Bourke and Walgett 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.

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

The Judge Bob Bellear Aboriginal Legal Career Pathways Program at Legal Aid NSW offers Aboriginal law graduates an opportunity to complete practical legal training (PLT), which is an essential requirement to practice law in NSW.

Most PLT courses comprise of academic course work together with a 15-week (or 75 day) practical work experience component. The primary purpose of this role is to provide opportunities for Aboriginal law graduates to undertake professional learning, gain practical work experience in a legal practice within a social justice environment and complete the practical component of a PLT course.

## Key accountabilities

- preparation of documents and legal research
- assist legal officers with tasks associated with the provision of advice, minor assistance, case work, outreach and community legal education
- liaise with and communicate information to clients and other stakeholders, including the private profession, counsel and third parties
- assist legal officers and legal support staff to provide an efficient and effective legal service to clients in accordance with legislation and directions, policy, guidelines and practice standards
- effectively use Legal Aid NSW electronic case management systems and databases
- under the supervision of legal officers, work with relevant stakeholders and service delivery partners including other government and NSW government law and justice agencies.

## Key challenges

- Working closely with solicitors to ensure the provision of quality services to clients.
- Being able to communicate with a wide range of people, including people from Aboriginal and Torres Strait Islander communities, those who may be distressed, have physical or intellectual disabilities, come from non-English speaking backgrounds, or have problem behaviours such as drug or alcohol additions.
- Adapting to new systems and technology which have a significant impact on legal practice.

## Key relationships

### Internal

Who	Why
Solicitor in Charge or Senior Solicitor	<ul style="list-style-type: none"><li>• Allocation of work, support and guidance</li></ul>
Aboriginal Services Branch	<ul style="list-style-type: none"><li>• Management of the program</li></ul>
Team	<ul style="list-style-type: none"><li>• Work collaboratively</li></ul>

### External

Who	Why
Clients	<ul style="list-style-type: none"><li>• Assist the solicitor with providing support and advice</li></ul>

## Role dimensions

### Decision making

Works with some level of autonomy. Receives direction and work allocation from the Solicitor in Charge and other legal officers as delegated.

### Reporting line

Solicitor in Charge or Senior Solicitor

### Direct reports

Nil

### Budget/Expenditure

Nil

## Essential requirements

- Are of Aboriginal and/or Torres Strait Islander descent and identify and are accepted as such in the community;
- Have completed their university studies to obtain a Law degree (LLB or equivalent) and;
- Are eligible to undertake their 15-week Practical Legal Training, to be compliant with the Legal Profession Admission Board PLT requirements.

## 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 behaviors expected at each level.

## Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>• Be willing to develop and apply new skills</li> <li>• Show commitment to completing assigned work activities</li> <li>• Look for opportunities to learn and develop</li> <li>• Reflect on feedback from colleagues and stakeholders</li> </ul>	Foundational
 Relationships	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>• Speak at the right pace and volume for diverse audiences</li> <li>• Allow others time to speak</li> <li>• Listen and ask questions to check understanding</li> <li>• Explain things clearly using inclusive language</li> <li>• Be aware of own body language and facial expressions</li> <li>• Write in a way that is logical and easy to follow</li> <li>• Use various communication channels to obtain and share information</li> </ul>	Foundational
 Results	<b>Deliver Results</b> Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> <li>• Seek clarification when unsure of work tasks</li> <li>• Complete own work tasks under guidance within set budgets, timeframes and standards</li> <li>• Take the initiative to progress own work</li> <li>• Identify resources needed to complete allocated work tasks</li> </ul>	Foundational

## 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
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Foundational
	Work Collaboratively	Collaborate with others and value their contribution	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational

