

Role Description

Solicitor, Civil Law Service for Aboriginal Communities



Cluster	Justice
Agency	Legal Aid NSW
Division/Branch/Unit	Civil Law Division
Location	Sydney Central
Classification/Grade/Band	Legal Officer grade IV
ANZSCO Code	271311
PCAT Code	1118192
Date of Approval	08 February 2016
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 21 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, 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

Provide civil law services to disadvantaged Aboriginal communities in accordance with the Legal Aid NSW Plan and the Civil Law Division Business Plan. This includes directly providing legal services to clients of Legal Aid NSW, including more complex matters, and supervising junior legal staff.

Key accountabilities

- Providing an efficient and effective legal service to clients in accordance with legislation and directions, policy, guidelines and practice standards, including:
 - Providing legal advice, minor assistance and duty lawyer services to members of the public;
 - Representing clients in dispute resolution processes including negotiating early resolution of litigation;
 - Providing community legal education
 - Providing appropriate referrals to other agencies/services as required
- Supervise and manage solicitors by: -

- Providing advice and guidance on the management of a legal practice, the conduct of litigation and the exercise of discretions including:
 - Induction and training of new staff –
 - Performance planning and reviewing
 - Conducting regular file reviews and ensuring compliance with Legal Aid, NSW policies and guidelines, delegations and relevant practice standards
- Utilising the Legal Aid NSW electronic case management/tracking system and database including entering data in accordance with the standards and requirements of the systems, preparing required documentation and maintaining appropriate records in both soft and hard copy forms
- Keeping up-to-date on legal developments and procedures and attending training to maintain professional standards and retain a practising certificate
- Determining applications for Legal Aid under delegated authority and consistent with the Legal Aid Commission Act, policy and guidelines and/or submitting applications for Legal Aid to the Grants Division; including:
 - Making recommendations about merit and exercising discretion as required;
 - Preparing reports for the Legal Aid Review Committee as required
 - Undertaking active case management and complying with practice standards for case management including performing case related accounting duties.
 - Identifying systemic civil law issues affecting vulnerable or disadvantaged Aboriginal clients and contributing to legal, policy and service delivery reform to address those issues
- Working with key internal and external stakeholders to build capacity in the provision of civil law services to Aboriginal communities
- Identifying systemic civil law issues affecting vulnerable or disadvantaged Aboriginal clients and contributing to legal, policy and service delivery reform to address those issues
- Contribute to the development of strategic approaches to deliver, monitor and evaluate efficient and effective targeted legal services to disadvantaged Aboriginal clients

Key challenges

- Assisting the Senior Solicitor to develop and implement strategic approaches to deliver efficient and effective targeted legal services to disadvantaged Aboriginal clients.
- Being able to communicate with, take instructions from and effectively represent disadvantaged young people in a range of a settings, including young people with complex needs who may be experiencing homelessness, have a physical or intellectual disability, experience issues with drugs and alcohol or mental health, and have a history of experiencing trauma.
- Maintaining and enhancing professional competence, keeping abreast of legal developments, changes in Legal Aid policies, systems, guidelines and practices and community needs.

Key relationships

Who	Why
Internal	
Senior Solicitor	<ul style="list-style-type: none"> • Reporting to and receiving guidance and advice.
Solicitors in different practices	<ul style="list-style-type: none"> • work collaboratively to provide a service to clients.
External	
Clients, barristers, stakeholders	<ul style="list-style-type: none"> • Representing clients and providing referrals

Role dimensions

Reporting line

Senior Solicitor, CLASC

Essential requirements

Legal qualifications

Practicing Certificate

Ability to travel






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	Adept
	Act with Integrity	Adept
	Manage Self	Adept
	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	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Adept
	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 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Keep control of own emotions and stay calm under pressure and in challenging situations Tailor communication to the audience 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 Technology	Foundational	<ul style="list-style-type: none"> Display familiarity and confidence in the use of core office software applications or other technology used in role Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation Understand information, communication and document control policies and systems, and security protocols Comply with policies on acceptable use of technology

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Procurement and Contract Management	Foundational	<ul style="list-style-type: none"> • Comply with basic ordering, receipting and payment processes • Apply basic checking and quality control processes to activities which support procurement and contract management
People Management Manage and Develop People	Adept	<ul style="list-style-type: none"> • Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks