

# Role Description Grants Solicitor (Family or Crime)

Cluster	Justice
Agency	Legal Aid NSW
Division/Branch/Unit	Grants
Location	Central Sydney
Classification/Grade/Band	Legal Officer, grade IV or V
Kind of Employment	Ongoing
ANZSCO Code	271311
Role Number	16/004 and 14/059
PCAT Code	1118192
Date of Approval	
Agency Website	<a href="http://www.legalaid.nsw.gov.au">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 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

- Assess, process and determine complex applications for grants of legal aid across a range of Commonwealth and State family or criminal law matter types (depending on where the role is assigned), within Legal Aid NSW policy and available funds to meet the intent of the legal aid program and ensure delivery of high quality client service.
- Supervise Legal Officers in the section (including information dissemination and staff consultation on relevant matters) and lead staff in the delivery of high quality client-focused services.
- Provide training to Legal Officers and clerical staff in relation to Commonwealth and State family or criminal law matters, including developing and conducting in-house training programs.
- Review, recommend and provide a consultative and advisory service on complex and potentially costly applications for legal aid involving but not exclusive to issues of merit, to meet the intent of the legal aid program and the broader role of the Legal Aid NSW.

## Key accountabilities

- Supervise and lead a team of Grants Solicitors Operations (LO I-III) and provide a consultative and advisory service to the Operations Branch.
- Determine and administer complex applications for grants of legal aid in accordance with Legal Aid NSW policies, guidelines, delegations and budgets and advise clients and/or their representatives in a timely and appropriate manner as to the status and determination of applications.
- Develop and conduct in house training courses for Commonwealth and State family or criminal law matters.
- Advise Legal Officers and private practitioners, professional associations and community groups on policy and practices for grants of legal aid to enhance consistency and quality.
- Maintain the Grants management system (ATLAS) in accordance with accounting, grants management and data entry standards.
- Contribute to the improvement in policies, guidelines and practices for grants in order to enhance services to clients, practitioners and other stakeholders and enable grants to be determined speedily and effectively.

## Key challenges

- Assessing complex applications and making sound sustainable decisions on grants of aid across a range of Commonwealth and State family or criminal law matters in order to achieve the intent of the legal aid program and advising where applications are not successful and the basis for not approving aid.
- Identifying areas for improvement and contributing to the improvement of policy and guidelines for grants of legal aid.
- Working within Commonwealth and State budgets for grants of legal aid.

## Key relationships

Who	Why
<b>Internal</b>	
Senior Solicitor	Direction, guidance and supervision
Team Leaders/Grants Officers	Interpretation and application of policies/guidelines Assessment of applications for aid and representation
In house Practice	Interpretation and application of policies/guidelines Assessment of applications for aid and representation
<b>External</b>	
Clients/Private Practitioners	Interpretation and application of policies/guidelines Assessment of applications for aid and representation
Various Commonwealth and public sector agencies	Interpretation and application of policies/guidelines Assessment of applications for aid and representation Ministerial Correspondence

## Role dimensions

### Decision making

As per the delegations instrument

### Reporting line

Senior Solicitor, Grants - Grade VI

### Direct reports

2-9 Grants Solicitor Operations - Grade I-III (varies from time to time)

### Budget/Expenditure

## Essential requirements

Legal Qualifications

Practising Certificate issued by the Law Society of NSW




Fully vaccinated against COVID-19 prior to commencement

## 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](http://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	<b>Display Resilience and Courage</b>	<b>Adept</b>
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Adept
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	<b>Commit to Customer Service</b>	<b>Adept</b>
	Work Collaboratively	Adept
	<b>Influence and Negotiate</b>	<b>Adept</b>
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	<b>Think and Solve Problems</b>	<b>Adept</b>
	<b>Demonstrate Accountability</b>	<b>Adept</b>

## NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Business Enablers	Finance	Intermediate
	<b>Technology</b>	<b>Intermediate</b>
	Procurement and Contract Management	Foundational
	Project Management	Foundational
 People Management	<b>Manage and Develop People</b>	<b>Intermediate</b>
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change <sup>4</sup>	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
<b>Personal Attributes</b> Display Resilience and Courage	Adept	<ul style="list-style-type: none"> <li>• Be flexible, show initiative and respond quickly when situations change</li> <li>• Give frank and honest feedback/advice</li> <li>• Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively</li> <li>• Raise and work through challenging issues and seek alternatives</li> <li>• Keep control of own emotions and stay calm under pressure and in challenging situations</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>• Tailor communication to the audience</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Create opportunities for others to be heard</li> <li>• Actively listen to others and clarify own understanding</li> <li>• Write fluently in a range of styles and formats</li> </ul>
Commit To Customer Service	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering high quality customer-focused services</li> <li>• Understand customer perspectives and ensure responsiveness to their needs</li> <li>• Identify customer service needs and implement solutions</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>Maintain relationships with key customers in area of expertise</li> <li>Connect and collaborate with relevant stakeholders within the community</li> </ul>
<b>Influence and Negotiate</b>	Adept	<ul style="list-style-type: none"> <li>Negotiate from an informed and credible position</li> <li>Lead and facilitate productive discussions with staff and stakeholders</li> <li>Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>Recognise and explain the need for compromise</li> <li>Influence others with a fair and considered approach and sound arguments</li> <li>Show sensitivity and understanding in resolving conflicts and differences</li> <li>Manage challenging relations with internal and external stakeholders</li> <li>Pre-empt and minimise conflict</li> <li></li> </ul>
<b>Results</b>		
Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options</li> <li>Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>Identify and share business process improvements to enhance effectiveness</li> </ul>
Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>Assess work outcomes and identify and share learnings to inform future actions</li> <li>Ensure that actions of self and others are focused on achieving organisational outcomes</li> <li>Exercise delegations responsibly</li> <li>Understand and apply high standards of financial probity with public monies and other resources</li> <li>Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others</li> <li>Conduct and report on quality control audits</li> <li>Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks</li> </ul>
<b>Business Enablers</b>		
Technology	Intermediate	<ul style="list-style-type: none"> <li>Apply computer applications that enable performance of more complex tasks</li> <li>Apply practical skills in the use of relevant technology</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"><li>• Make effective use of records, information and knowledge management functions and systems</li><li>• Understand and comply with information and communications security and acceptable use policies</li><li>• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies</li></ul>
<b>People Management</b> Manage and Develop People	Intermediate	<ul style="list-style-type: none"><li>• Ensure that roles and responsibilities are clearly communicated</li><li>• Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks</li><li>• Develop team capability and recognise and develop potential in people</li><li>• Be constructive and build on strengths when giving feedback</li><li>• Identify and act on opportunities to provide coaching and mentoring</li><li>• Recognise performance issues that need to be addressed and work towards resolution of issues</li></ul>