

Role Description

Solicitor IV (Far West-Civil)

Cluster	Stronger Communities
Agency	Legal Aid NSW
Division/Branch/Unit	Civil Law
Classification/Grade/Band	Legal Officer Grade IV
ANZSCO Code	271311
PCAT Code	2118192
Date of Approval	11 November 2022
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, 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.

Legal Aid NSW provides legal advice, information, minor assistance and legal representation 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

Provides high quality advice, minor assistance and casework service to disadvantaged clients in a geographically remote location in a range of areas such as consumer, mental health, human rights, employment, housing, social security, and/or coronial inquests, or other areas of civil law. The role will work collaboratively with a range of stakeholders in a cross agency setting providing wrap around support.

Key accountabilities

- Provide an efficient and effective legal service to clients in accordance with service delivery plans and strategic directions
- Work with staff from each practice area to provide services to clients of the Civil Law Division
- Comply with Legal Aid practising and record keeping requirements
- Contribute to law and policy reform.
- Contribute to the planning and delivery of high-quality legal services by staff working in the Civil Law Division.
- Conduct community legal education and assist in preparing promotional materials and/or information booklets and pamphlets.

- Work with relevant stakeholders and service delivery partners
- Keep up-to-date on legal developments and procedures and attend training to maintain professional standards and retain a practicing certificate.

Key challenges

- Communicate with, take instructions from and effectively represent a wide range of people including people from disadvantaged communities, those who live in remote locations, may be distressed, , have a physical or intellectual disability, come from non-English speaking or Aboriginal and Torres Strait Islander backgrounds, or have difficulties such as drug, alcohol, cognitive or mental health issues, when the legal concepts involved are complex and difficult for the client to understand.
- Contribute to the development and implementation of strategic plans within the Civil Law Division.
- Develop and maintain services targeting the specific legal needs of communities in Far West NSW.

Key relationships

Who	Why
Internal	
Regional Manager	Support and Guidance
Broken Hill Practice Manager and Solicitor in Charge Dubbo	Support, guidance and resources
Solicitors (where applicable)	Providing direction and guidance, mentoring
External	
Clients, legal and other stakeholders	Representing individual clients, and contributions to law reform

Role dimensions

Decision Making

The role operates with a high level of autonomy in respect in their day-to-day work priorities and the coordination of work and resources to meet service levels.

Reporting Line

Broken Hill Practice Manager for onsite supervision

Regional Program Coordinator (or delegated regional manager) for practice supervision

Direct Reports

N/A

Essential requirements

Legal Qualifications

Practicing Certificate

Drivers' Licence





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

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	Advanced
	Value Diversity and Inclusion	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	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	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 Manage Self	Advanced	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 Project Management	Intermediate	<ul style="list-style-type: none"> Perform basic research and analysis which others will use to inform project directions

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> 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

Legal Professionals Capability Set

Capability Group	Capability Name	Level
	Statutory Interpretation	Level 2
	Legal Research	Level 2
	Legal Advice	Level 3
	Legal Drafting	Level 2
	Litigation and Dispute Resolution	Level 2
	Prosecution	not applicable
	Advocacy	Level 2
	Legislative Development and Drafting	not applicable