

# Role Description

## Solicitor Advocate

Role Description Fields	Details
Cluster	Stronger Communities
Department/Agency	Legal Aid NSW
Division/Branch/Unit	Family Law
Classification/Grade/Band	Legal Officer VI
Senior executive work level standards	Not Applicable
ANZSCO Code	271311
PCAT Code	1118191
Date of Approval	25 October 2022
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 including two satellite offices 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 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

Provide high quality legal services (including early litigation support) and representation services in family law and care and protection matters determined appropriate for an Advocate, including preparing and conduct trials in the Federal Circuit and Family Court of Australia and the conduct of more complex care and protection matters in the Children's Court, District and Supreme Court of NSW.

Contribute towards the law reform objectives of the family division.

Provide expert supervision, training and support to family law division staff across all areas of law.

### Key accountabilities

- Conduct complex matters for hearing in a range of courts including the Federal Circuit and Family Court, Children's Court, District Court and Supreme Courts of NSW
- Provide professional legal advice on matters requiring legal expertise, including legal tactics for specific cases to ensure that the highest professional standards are maintained
- Provide support to Grade V advocates and staff undertaking advocacy
- Provide advice on initiatives affecting the Family Law Division including responses to law reform relevant to the Division
- Assist with the development and delivery of training internally and externally across all areas of law

- Provide early litigation support and develop training to support more junior staff to improve their expertise and skills in family law and care and protection

## Key challenges

- Balancing the various competing priorities including complex case work, early litigation support, training and policy/law reform commitments
- Balancing heavy workloads and commitments and must meet strict time standard

## Key relationships

### Internal

Who	Why
Grade V Advocates	<ul style="list-style-type: none"> <li>• Peer Support</li> </ul>
Grade VI Advocates	<ul style="list-style-type: none"> <li>• Peer Support</li> </ul>
Deputy Director, Family Law	<ul style="list-style-type: none"> <li>• Guidance and Direction</li> </ul>
Family Law practice managers	<ul style="list-style-type: none"> <li>• Resourcing and support</li> </ul>

### External

Who	Why
Courts	<ul style="list-style-type: none"> <li>• Administration</li> </ul>
Clients	<ul style="list-style-type: none"> <li>• Representation</li> </ul>
Judicial Officers	<ul style="list-style-type: none"> <li>• Judicial determinations</li> </ul>

## Role dimensions

### Decision making

The Solicitor Advocate operates with a great level of autonomy in respect to their day to day work priorities and in delivering their key accountabilities. The role provides leadership, guidance, high-level specialist advice and advocacy to the staff of the family law division.

### Reporting line

Deputy Director, Family Law

### Direct reports

N/A

### Budget/Expenditure

N/A

## Essential requirements

- Legal Qualifications
- Practising Certificate
- Fully vaccinated against COVID-19 prior to commencement
- Must hold valid NSW drivers license.

## 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

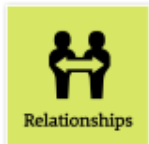
### Focus capabilities

*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 behaviours expected at each level.

### Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Display Resilience and Courage</b> Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"><li>• Remain composed and calm and act constructively in highly pressured and unpredictable environments</li><li>• Give frank, honest advice in response to strong contrary views</li><li>• Accept criticism of own ideas and respond in a thoughtful and considered way</li><li>• Welcome new challenges and persist in raising and working through novel and difficult issues</li><li>• Develop effective strategies and show decisiveness in dealing with emotionally charged situations and difficult or controversial issues</li></ul>	Advanced
	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"><li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li><li>• Act professionally and support a culture of integrity</li><li>• Identify and explain ethical issues and set an example for others to follow</li><li>• Ensure that others are aware of and understand the legislation and policy framework within which they operate</li><li>• Act to prevent and report misconduct and illegal and inappropriate behaviour</li></ul>	Adept

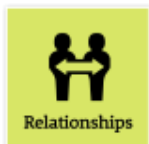


### **Communicate Effectively**

Communicate clearly, actively listen to others, and respond with understanding and respect

- Present with credibility, engage diverse audiences and test levels of understanding
- Translate technical and complex information clearly and concisely for diverse audiences
- Create opportunities for others to contribute to discussion and debate
- Contribute to and promote information sharing across the organisation
- Manage complex communications that involve understanding and responding to multiple and divergent viewpoints
- Explore creative ways to engage diverse audiences and communicate information
- Adjust style and approach to optimise outcomes
- Write fluently and persuasively in plain English and in a range of styles and formats

Advanced

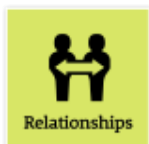


### **Work Collaboratively**

Collaborate with others and value their contribution

- Recognise outcomes achieved through effective collaboration between teams
- Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government
- Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions
- Network extensively across government and organisations to increase collaboration
- Encourage others to use appropriate collaboration approaches and tools, including digital technologies

Advanced



### **Influence and Negotiate**

Gain consensus and commitment from others, and resolve issues and conflicts

- Use facts, knowledge and experience to support recommendations
- Work towards positive and mutually satisfactory outcomes
- Identify and resolve issues in discussion with other staff and stakeholders
- Identify others' concerns and expectations
- Respond constructively to conflict and disagreements and be open to compromise
- Keep discussions focused on the key issues

Intermediate

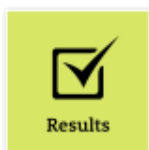


### Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes
- Make sure staff understand expected goals and acknowledge staff success in achieving these
- Identify resource needs and ensure goals are achieved within set budgets and deadlines
- Use business data to evaluate outcomes and inform continuous improvement
- Identify priorities that need to change and ensure the allocation of resources meets new business needs
- Ensure that the financial implications of changed priorities are explicit and budgeted for

Adept

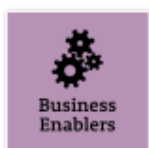


### Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues
- Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others
- Take account of the wider business context when considering options to resolve issues
- Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
- Implement systems and processes that are underpinned by high-quality research and analysis
- Look for opportunities to design innovative solutions to meet user needs and service demands
- Evaluate the performance and effectiveness of services, policies and programs against clear criteria

Advanced



### Technology

Understand and use available technologies to maximise efficiencies and effectiveness









- Identify opportunities to use a broad range of technologies to collaborate
- Monitor compliance with cyber security and the use of technology policies
- Identify ways to maximise the value of available technology to achieve business strategies and outcomes
- Monitor compliance with the organisation's records, information and knowledge management requirements

Adept



## 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
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate

## Occupational Specific Complimentary Capabilities

Capability group/sets	Capability name	Description	Level
	Statutory Interpretation	Interpret legislation, subordinate legislation and instruments in accordance with legislation and accepted legal principles	Level 3
	Legal Research	Undertake legal research	Level 3

	Legal Advice	Provide quality independent legal advice and explanation of legal issues	Level 3
	Legal drafting	Prepare legal documents to achieve client outcomes	Level 3
	Litigation and Dispute Resolution	Litigate and resolve disputes effectively in relevant forums and jurisdictions	Level 3
	Advocacy	Act as an effective and ethical advocate	Level 3
	Legislative Development and Drafting	Provide legal services relating to legislative proposals and legislative drafting	Level 3