

Role Description

Solicitor in Charge VI (Prisoner's Legal Service)



Cluster	Stronger Communities
Agency	Legal Aid NSW
Division/Branch/Unit	Criminal Law
Classification/Grade/Band	Legal Officer Grade VI
ANZCO Code	271311
PCAT Code	1118192
Date of Approval	May 2024
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 the 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, 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

Lead and manage the day-to-day activities of the Prisoners Legal Service (PLS) to ensure the efficient and effective use of resources and delivery of high-quality services that meet the needs of clients and the community.

Develop key relationships with internal and external stakeholders including the private profession, legal assistance providers and the courts. Conduct a legal practice as other priorities permit.

Key accountabilities

- Provide leadership and expert advice/guidance to legal officers to ensure the delivery of high quality, efficient and effective legal services that comply with Legal Aid NSW policies, guidelines and practice management standards and are in accordance with the strategic direction of the organisation.
- Develop, implement and maintain a stakeholder engagement strategy and client service strategy including representing PLS and Legal Aid NSW in the local community and within the local legal profession.

- Manage organisational and cultural change and ensure effective communication within the office so all staff are aware of key corporate requirements and priorities, reforms and initiatives.
- Contribute to the professional development of staff through supervision, guidance, mentoring and training to ensure a highly capable workforce.
- Monitor service and other statistical data to evaluate office efficiency and productivity to inform service delivery planning.
- Implement and/or recommend improvements, remedial action and/or changes in policies and work processes to ensure that services are appropriate and participate in senior management forums and other activities that contribute to the effective leadership and management of staff.
- Undertake the practice of criminal law to a high standard and hold a caseload

Key challenges

- Manage workload to maintain an effective balance between primary leadership role and conducting a practice
- Managing a diverse workforce of lawyers and support staff to deliver high quality and efficient legal and allied services within resource and service delivery constraints.
- Ensure a positive workplace culture that promotes respect, diversity and inclusion.

Key relationships

Who	Why
Internal	
Office Manager	<ul style="list-style-type: none"> • Day to day management of office
Regional Program Coordinator	<ul style="list-style-type: none"> • Resourcing of solicitors in a regional office
Practice Directors	<ul style="list-style-type: none"> • Escalate practice issues, seek support and guidance
Director responsible for office	<ul style="list-style-type: none"> • Operational and corporate services matters
External	
Local private solicitors	<ul style="list-style-type: none"> • Assignment of legal matters and relationship management
Regional justice agencies and local judiciary	<ul style="list-style-type: none"> • Develop key relationships and partnerships with legal community
Community stakeholders	<ul style="list-style-type: none"> • Develop relationships to support service delivery and referrals

Role dimensions

Decision making

The role operates with autonomy in respect of day to day priorities and the coordination of work and resources of the team to meet service levels. Provides advice and decision making to solicitors reporting to the position.

Reporting line

Administrative: Director responsible for office

Professional: Deputy Director

Direct reports

Office Manager; solicitors and allied professionals

Budget/Expenditure

PLS budget

Essential requirements

Qualifications to practice as an Australian legal practitioner

Practising Certificate

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

This role also utilises an [occupation specific capability set](#).


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	Advanced
	Act with Integrity	Advanced
	Manage Self	Advanced
	Value Diversity	Advanced
 Relationships	Communicate Effectively	Advanced
	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	Adept
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
 People Management	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Adept

Legal Professionals Capability Set

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

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 Act with Integrity	Advanced	<ul style="list-style-type: none"> • Model the highest standards of ethical behaviour and reinforce them in others • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Ensure that others have a working understanding of the legislation and policy framework within which they operate • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act on reported breaches of rules, policies and guidelines
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 Commit to Customer Service	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict • 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	Intermediate	<ul style="list-style-type: none"> • Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies
People Management Manage and Develop People	Advanced	<ul style="list-style-type: none"> • Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Provide timely, constructive and objective feedback to staff • Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives
People Management Manage Reform and Change	Adept	<ul style="list-style-type: none"> • Actively promote change processes to staff and participate in the communication of change initiatives across the organisation • Provide guidance, coaching and direction to others managing uncertainty and change • Engage staff in change processes and provide clear guidance, coaching and support • Identify cultural barriers to change and implement strategies to address these