Role Description
Solicitor Grade I-III

Cluster	Stronger Communities
Agency	Legal Aid NSW
Division/Branch/Unit	Criminal Law
Location	Various
Classification/Grade/Band	Legal Officer Grade I-III
ANZSCO Code	271311
PCAT Code	1118192
Date of Approval	~~December 2017~~ (Reviewed June 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.

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 legal advice and representation to clients of Legal Aid NSW, including minor assistance and casework service, in accordance with Legal Aid NSW policies and guidelines in order to contribute to the implementation of Legal Aid NSW's mission to deliver high quality legal services to our clients and to assist them to resolve their legal problems.

Key accountabilities

- Provide an efficient and effective legal service to clients in accordance with legislation and directions, policy, guidelines and practice standards
- Determine 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
- Effectively utilise Legal Aid NSW electronic case management/tracking system and database.
- Contribute to development and ongoing review of legal aid policies and guidelines, including contributing to law reform initiatives through providing feedback as requested on issues raised and/or documents distributed.
- Organise and presenting information sessions for current and potential clients and conducting community education as required;

- Assist with the preparation of printed promotional materials and/or information booklets and pamphlets as required;
- Keep up-to-date on legal developments and procedures and identifying training needs and attending training to maintain professional standards and retain a practising certificate.

Key challenges

- Being able to communicate with, take instructions from and effectively represent a wide range of people including people from Aboriginal and Torres Strait Islander communities, those who may be distressed, have a physical or intellectual disability, come from non-English speaking backgrounds, or have problem behaviours such as drug or alcohol addictions, when the legal concepts involved are complex and difficult for the client to understand.
- Adapting to new systems and technology which have a significant impact on the legal practice.

Key relationships

Who	Why
Internal	
Senior solicitor or Solicitor-in-Charge	You report to this position for support, guidance and decision-making (where decision exceeds delegation).
External	
Private practitioners	Assigning legal Aid work
Clients	Representing clients

Role dimensions

Decision making

Working under the supervision of the Manager/ senior solicitor in relation to day to day work priorities and the coordination of work and resources.

Reporting line

Senior Solicitor IV or V within practice area

Essential requirements

Legal Qualifications

Practising Certificate

A Working With Children Check (WWCC) will be required when a worker has direct contact with a child or children, and where that contact is a usual part of, and more than incidental to, their work.

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	Intermediate
	Manage Self	**Adept**
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Intermediate**
	Commit to Customer Service	Intermediate
	Work Collaboratively	**Adept**
	Influence and Negotiate	Intermediate
Results	**Deliver Results**	**Intermediate**
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
Business Enablers	Finance	Foundational
	Technology	**Foundational**
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Capability Group	Capability Name	Level
Legal	Statutory Interpretation	Level 1
	Legal Research	Level 1
	Legal Advice	Level 1
	Legal Drafting	Level 1
	Litigation and Dispute Resolution	n/a
	Prosecution	n/a
	Advocacy	Level 1
	Legislative Development and Drafting	n/a

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	• 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 • Keep control of own emotions and stay calm under pressure and in challenging situations
Manage Self	Adept	• Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation
Relationships **Communicate Effectively**	Intermediate	• Write fluently in a range of styles and formats • Clearly explain complex concepts and arguments to individuals and groups • Actively listen to others and clarify own understanding • Build a culture of respect and understanding across the organisation. • Build co-operation and overcome barriers to information sharing and communication and collaboration across the organisation
Work Collaboratively	Adept	
Results Deliver Results	Intermediate	• Build a culture of achievement and acknowledge input of others • Seek and apply the expertise of key individuals to achieve organisational outcomes • Achieve results that are on-time and on-budget •

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Business Enablers Technology	Foundational	• Apply practical skills in the use of relevant technology • Understand and comply with information and communications security and acceptable use policies • Make effective use of records, information and knowledge management functions and systems •