



# Legal Positions (multiple)

## Legal Information and Advice

### The Organisation

The Legal Services Commission is passionate about ensuring justice is available and accessible for all South Australians. As the largest legal assistance service in SA, we ensure that South Australians have access to a trusted lawyer when they need help to be heard, provide them with easy ways to learn about their rights and responsibilities, and answer their legal questions.

Each year over 140,000 South Australians benefit from the services we deliver.

### The Role

As a Legal Adviser within the Legal Information and Advice Division you will provide general legal advice and information in the areas of civil, family and criminal law through the Legal Helpline and face to face appointments with members of the public. You will also assist clients with a wide variety of minor assistance tasks such as drafting guilty pleas and letters regarding police matters, debt recovery and other disputes. The role also includes assisting clients with applications for legal aid and making appropriate referrals to other agencies for assistance if legal aid is not available.

Members of the Legal Information and Advice Division also participate in essential frontline justice projects and initiatives including Court-based outreach advisory services, prison advice services and community legal education programs. Some advocacy and/ or negotiation on behalf of clients with other agencies is also required.

### Salary Range

\$84,816 – \$88,857 per annum pro rata including salary, superannuation and leave loading.

As a not-for-profit organisation, Legal Services is able to offer its employees attractive salary sacrifice arrangements, including up to \$15,900 pre-tax each Fringe Benefit Tax (FBT) year for general living expenses.

### Position Status

Ongoing and Temporary Contracts available

### What You Need For Success

The ideal candidate will:

- Be an admitted practitioner of the Supreme Court of South Australia or currently eligible for admission to practice in South Australia.
- Possess a strong commitment to the principle of the equality of access to justice for all persons.
- Be excited to work in a highly interactive and collaborative team.

- Be willing to gain wide ranging exposure to the law and legal issues faced by the community, including vulnerable clients and to adopt a holistic and practical approach to legal issues.
- Be able to deliver high quality, concise advice by assessing problems logically, thoroughly and reliably with due skill and diligence.

## Workplace Benefits

We provide a range of financial and non-financial benefits to our employees that include:

- The opportunity to work alongside passionate and dedicated colleagues in a supportive workplace that is concerned about employee well-being.
- Generous salary sacrifice benefits (as outlined above)
- Flexible working arrangements
- Payment of Practising Certificate for legal staff
- Payment of relevant professional memberships
- Support for employees and their families through our inclusive Employee Assistance Program
- Supported training and development opportunities in areas including working with vulnerable clients, cultural sensitivity and trauma informed practice
- Access to a comprehensive in-house legal Continuing Professional Development (CPD) program
- Contemporary workplace accommodation
- Career development opportunities within the team and the organisation
- Payment of employment screening checks

## Next Steps

Applications are being sought for several immediate vacancies.

To apply for this role you will need to submit your written application, consisting of a covering letter and your supporting résumé, to [HR@lsc.sa.gov.au](mailto:HR@lsc.sa.gov.au). **All applications are to be submitted by 5pm Sunday 21 April 2024.**

Please refer to the Position Description for further details. Should you require any further information please direct your query to Team Leader, Chris Stone on (08) 8111 5506.

We welcome applications from everyone. We are an inclusive employer, and support diversity and inclusion by recognising our staff for their unique qualities, ideas, and insights. Workplace benefits include flexible working conditions as well as access to very generous salary packaging benefits through Maxxia (<https://www.maxxia.com.au/>), reducing the income tax you pay.