

JOB AND PERSON SPECIFICATION

Position:	Legal Adviser	
Classification Code:	ASO4	
Office:	Various	
ANZSCO:	271311	
Status:		
<input checked="" type="checkbox"/>	Ongoing	
<input type="checkbox"/>	Contract	Term:
<input type="checkbox"/>	Other	

Job and Person Specifications Approval

Approved by:



Director (CEO)

Date 4/4/2024

JOB SPECIFICATION

Summary of Role

The Legal Adviser provides general legal advice and information in the areas of civil, family and criminal law through the Legal Help Line and face to face appointments. The Legal Adviser will also assist members of the public with applications for legal aid and make appropriate referrals to other agencies for assistance if legal aid is not available.

The Legal Adviser may be required to participate in the Community Legal Education programs conducted by the Commission and participate in any projects or initiatives the Legal Information and Advice Division may be undertaking, such as Court or Tribunal based outreach advisory services.

Reporting/Working Relationships

Reports to: Team Leader, Legal Information and Advice

Special Conditions

The employee:

- may be required to undertake some out of hours work.
- may be required to undertake some intra/interstate travel.
- may be required to work at any Legal Services office as required.
- will undergo periodic National Police Clearances and DHS Working with Children Checks.
- is required to comply with the standards outlined in the Code of Ethics for the South Australian Public Sector, relevant legislation, and Legal Services policies and procedures.
- is required to maintain strict confidentiality in accordance with Section 31A of the Legal Services Commission Act 1977.
- is required to comply with requirements of Legal Services in house costing of case and non-case related work and any other costing systems.
- is required to participate in performance reviews and development programs.
- is required to attend mandatory in-house training and Mandatory Continuing Professional Development.

Key Responsibilities and Duties

The Legal Adviser provides general legal advice and information in the areas of civil, family and criminal law by:

- Advising the general public who call the Telephone Help Line or attend at Legal Services offices or at Legal Services outreach services about their legal issues, identifying options and explaining consequences in a clear and concise manner and where necessary, arranging for follow up appointments at a Legal Services office.
- Referring clients who require the assistance of another agency or specialist service.
- Assisting clients where appropriate to prepare and lodge an application for legal aid.
- Assisting clients to negotiate with other agencies or act as an advocate on behalf of clients in appropriate situations.
- Assisting clients to draft simple documents or correspondence in appropriate circumstances, and particularly where a grant of legal aid is not available.
- Preparing accurate notes on the legal problems presented by clients and document the issues and actions in the Law Office system.
- Providing basic advice to clients on how to lodge proceedings and represent themselves before Courts and Tribunals where legal representation is not available.
- Assisting with the Community Legal Education program to research topics and projects and assist with the development of educational and training material.
- As part of the Community Legal Education program, speak at information sessions provided by the Legal Services for various community services and agencies.
- Communicate effectively with persons from a wide range of backgrounds including differing socio-economic and cultural backgrounds and people with disabilities and carers.
- Actively participate and contribute to responsible and safe work practices by ensuring all WHS legislation, policies and procedures are adhered to within the workplace.

- Embrace diversity and cultural differences in the workplace by modelling respectful behaviour in the workplace.
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PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Hold a Category C Practising Certificate or currently eligible to apply for a Category C Practising Certificate.
 - Be an admitted practitioner of the Supreme Court of South Australia or currently eligible for admission to practice in South Australia.
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Personal Abilities/Aptitudes/Skills

- Ability to deliver high quality, concise advice by assessing problems logically, thoroughly and reliably with due skill and diligence.
 - Ability to relate well to members of the judiciary, support staff, government and non-government agencies, other professional organisations, fellow legal practitioners and members of the public.
 - Demonstrated ability to manage workloads with competing deadlines whilst working effectively under challenging conditions.
 - Ability to effectively manage time, resources and systems including adapting to the introduction of new technology and service delivery models.
 - Possess a strong commitment to the principle of the equality of access to justice for all persons.
 - Possess a strong commitment to the rights of children under the law and international conventions.
 - Possess highly developed interpersonal and public speaking skills.
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Experience

- Experience in working effectively both individually and as a member of a team showing commitment to achieving team objectives and organisational goals.
 - Experience in establishing trust and confidence with clients and key stakeholders
 - Experience in communicating effectively with a wide range of people from cultural, ethnic and indigenous backgrounds and/or persons with a physical or mental illness.
 - Strong digital skills and competency in the use of Microsoft Office suite of products, the internet, email correspondence and electronic records management systems.
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Knowledge

- A broad knowledge of governmental and private agencies in the social welfare and justice system.

- An understanding of Workplace Health and Safety and Equal Opportunity principles.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Not required

Personal Abilities/Aptitude/Skills

- Not required

Experience

- Private or public legal practice files management, time recording, and costing of files.
- In law practice, including acting as solicitor or counsel, legal research, the preparation of legal correspondence and court documentation and the justice system generally.
- Experience in working with digital document management systems.

Knowledge

- Knowledge of the organisation, procedures and operations of the Legal Services Commission.

Certified Correct: /...../.....

Acknowledged by Occupant: /...../.....
