

Position:	Legal Adviser
Classification Code:	ASO-4
Office:	Adelaide and Regional Offices
Section:	Access Services

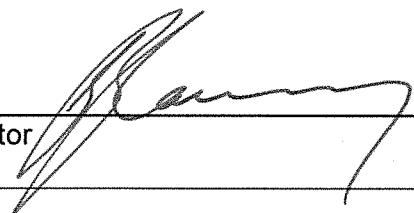
Status:

- Ongoing
 Contract
 Other

Term: 12 months - Full time: 1.0 FTE

Job and Person Specifications Approval

Approved by:

Director 

22/6/17
Date

JOB SPECIFICATION

Summary of Role

The successful applicant is expected to

- Be accountable to the Manager of Access Services through a Team Leader for the provision of general legal advice and information in the areas of civil, family and criminal law through the Legal Help Line and face to face appointments.
- Assist people who approach the Legal Services Commission (LSC) advisory service to achieve desirable and practical outcomes or solutions to their legal problems.
- Work from the Adelaide and Regional offices of the Commission as may be directed by the manager.
- Participate in the Community Education programs conducted by the Commission as directed by the manager.
- 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.
- Participate in any projects or initiatives Access Services may be undertaking as directed by the manager such as Court or Tribunal based outreach advisory service rosters.

Reporting/Working Relationships

Reporting to a Team Leader, working alongside other Advisers, and liaising with other staff members in Access Services and LSC as required.

Special Conditions

- More than one position is available for 12 months.
 - Positions may be located at the LSC Adelaide office, or at one of the regional offices of the LSC as directed by the Manager.
 - A driver's licence is essential as occasional travel to LSC regional offices may be required.
 - Some out of hours work may be necessary.
 - Successful applicants must be prepared to submit to a Police Records Check.
 - A satisfactory period of probation will apply.
 - The LSC operates a smoke-free environment and offers salary sacrifice benefits.
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Statement of Key Outcomes and Associated Activities (

- Advise people who attend at LSC offices or at LSC outreach service locations (clients) about their legal issues, identifying options and explaining consequences in a clear and unambiguous manner.
- Advise callers to the Telephone Legal Help Line (clients) about their legal issues, identifying options and explaining consequences in a clear and unambiguous manner, and where necessary, arranging for follow-up appointments at an LSC office, or making appropriate referrals.
- Refer those clients who require the assistance of another agency or specialist service, after first advising about the nature of the assistance so available.
- Assist clients where appropriate to prepare and lodge an application for legal aid.
- Assist clients to negotiate with other agencies or act as an advocate on behalf of clients in appropriate situations.
- Assist clients to draft simple documents or correspondence in appropriate circumstances, and particularly where a grant of legal aid is not available or unlikely.
- Prepare accurate notes on the legal problems presented by clients, and document the issue(s) or action(s) arising.
- Provide basic advice to clients on how to lodge proceedings and represent themselves before Courts and Tribunals where legal representation is not available.
- Maintain accurate statistical and narrative information concerning personal advice attendances, telephone advice statistics and other data as required.
- Attend Continuing Legal Education sessions or other such training programs as are required by the LSC.
- Assist 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 LSC for various community services and agencies.

- Perform such other duties consistent with the classification for this position and the summary of duties herein, as may be directed from time to time.
- Ensure all Work and Health and Safety requirements are met and policies and procedures are complied with
- Work in a manner consistent with the Code of Ethics for the South Australian Public Sector Employees.

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

Applicants must have a recognised degree in law and be eligible for or admitted to legal practice. Applicants must be a legal practitioner in South Australia as defined in s.5 of the Legal Practitioners Act 1981.

Personal Abilities/Aptitudes/Skills

Demonstrated ability to -

- confidently provide accurate and concise legal advice by assessing problems logically, thoroughly and reliably with due skill and diligence.
- relate well to members of the public by engendering trust, confidence, openness and frankness.
- utilise highly developed inter-personal skills.
- work consistently and efficiently.
- adhere to time constraints required of the position.
- adjust to changes in the work environment.
- quickly and accurately undertake legal research.
- organise and retrieve information that may assist with clients' legal problems.
- work well as part of a professional services team.
- communicate clearly in correspondence, by telephone and in an interview situation.
- create and edit documents utilising information technology.
- motivate self and others.
- respect the rights and preserve the confidence and dignity of all clients and staff.
- understand, appreciate and be sensitive to cultural and ethnic differences.
- relate well to other members of the LSC staff.
- relate effectively to government and non-government agencies, other professional organisations and legal practitioners.
- show initiative and to work effectively under pressure

Experience

Experience :-

- in the professional service delivery area, preferably with special needs groups in the community.
 - in the provision of legal advice to the public; legal research; preparation of legal documents, as well as experience in and understanding of the justice system.
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Knowledge

Knowledge of:-

- the law and legal procedures in South Australia, particularly as they may relate to clients of the LSC.
 - community agencies and resources which may assist LSC clients.
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DESIRABLE CHARACTERISTICS

Personal Abilities/Aptitude/Skills

- A strong commitment to equality and access to justice for all persons.
 - Public speaking skills.
 - Working experience with information technologies such as Microsoft Outlook and Office.
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Experience

Experience in the provision of legal advice to the public in a legal practice or a Community Legal Centre.

Knowledge

Knowledge of:-

- the procedures and operations of the LSC.
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Educational/Vocational Qualifications

Ability to speak a second language as well as English.