

## JOB AND PERSON SPECIFICATION


<b>Position:</b>	Legal Education Officer
<b>Classification Code:</b>	ASO-5
<b>Division:</b>	Access Services
<b>ANZSCO:</b>	271311

**Status:**

☐ Ongoing  
☒ Contract Term:  
☐ Other Term:

### Job and Person Specification Approval

Approved by:

  
 Director

20/8/21  
 Date

## JOB SPECIFICATION

### Summary of Role

The Community Legal Education Unit supports and assists the general public, community workers and legal practitioners to stay up to date with developments in the law by publishing a library of electronic reference books and educational resources, providing internal and external communications and delivering community legal education programs.

The Legal Education Officer undertakes the development, implementation, and delivery of community legal education programs, and in particular the delivery of training programs to disadvantaged persons and communities that improve their access to justice. The role will also contribute to special projects for education of disadvantaged groups, their families and service providers in civil, family and criminal law.

### Reporting/Working Relationships

**Reports to:** Manager Access Services through the Team Leader, Community Legal Education

**Other Key Relationships:**

- Library staff
- Team Leaders and Managers across the Commission
- Key external stakeholders

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## Special Conditions

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- Some out of hours work may be required.
  - Some intra/interstate travel may be required.
  - The incumbent may be required to work at any of the Commission's offices as the Commission's needs may require.
  - Employment is dependent upon a National Crime Check Certificate and relevant DHS Background Screening Clearances that the Commission finds satisfactory.
  - Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code) relevant legislation and Commission policies and procedures.
  - Maintain strict confidentiality in respect to all Commission matters, ensuring compliance with Section 31A of the *Legal Services Commission Act 1977*.
  - Participation in performance review processes and development programs.
  - Actively participate in all mandatory training requirements.
  - Attend training which should include, but is not limited to, meeting the requirements of the Law Society's Mandatory Continuing Professional Development scheme.
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## Key Responsibilities and Duties

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The Legal Education Officer is part of the Community Legal Education team providing legal education programs to disadvantaged persons and communities to inform them of their rights and responsibilities and improve their access to justice by:

- Developing, co-ordinating and delivering legal education workshops, training courses, seminars and information sessions to community groups and their support service providers.
- Educating and informing community groups about their legal rights and responsibilities by planning, preparing, marketing, implementing and evaluating a variety of legal training and education programs and projects.
- Developing educational resources, publications, training materials and reference guides for publishing in print and online.
- Establishing and maintaining effective links between the Legal Services Commission and new, emerging and existing disadvantaged communities in South Australia.
- Advising on and implementing communication strategies that further promote and improve accessibility to, and use of, the Commission's services.
- Conducting and participating in legal training and education programs and projects as required.
- Increasing community awareness about the legal issues that affect disadvantaged people in South Australia.
- Assisting in the provision of legal advice to the public.
- Contributing to the regular reporting against the Commission's strategic plan for community legal education in relation to the outputs and outcomes.
- Ensuring the collection and recording of required statistics regarding work activities in a timely manner.
- Preparing of information/reports for management regarding work activities and duties.
- Maintaining accurate records of work activities in accordance with the Commission's policies.

- Representing the Commission on working groups, committees, and be involved in special projects.
  - Preparing submissions for grant funding for special projects that support the provision of information and improving access to justice.
  - Comply with all Commission policies and procedures to ensure professional standards of conduct are maintained.
  - 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**

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### **ESSENTIAL REQUIREMENTS**

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#### **Educational/Vocational Qualifications**

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- Be an admitted practitioner of the Supreme Court of South Australia.
  - Hold an unrestricted Category C Practicing Certificate or currently eligible to apply for an unrestricted Category C Practicing Certificate.
  - Be appointed to the LSC's General Panel of Practitioners or be eligible for appointment
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#### **Personal Abilities/Aptitudes/Skills**

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- Demonstrated ability to work effectively, under limited direction, either independently or within a team and establish effective working relationships.
  - High level of interpersonal skills and demonstrated ability to communicate effectively with a wide range of people.
  - Demonstrated ability to determine priorities, cope effectively with high volumes of work, organise workload and meet deadlines.
  - An ability to oversee and/or manage small projects.
  - Plain English writing skills.
  - Ability to interpret and apply legislation and case law.
  - Demonstrated ability to constructively research and analyse matters, and to formulate and implement solutions in response to identified needs and priorities.
  - Demonstrated ability to use judgment and initiative and be highly motivated.
  - Keyboard skills, adequate to prepare letters, documents, submissions and reports.
  - Ability to use website content management systems.
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#### **Experience**

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- Demonstrated experience in the delivery and presentation of training, workshops, education or information sessions.
- Demonstrated experience in legal research and interpretation of legislation and application of case law.



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**Knowledge**

- Sound knowledge of law generally, and in particular criminal law, family law and civil law matters relevant to Legal Services Commission clients and staff.
  - Understand the principles and methodologies of project management.
  - Knowledge of issues affecting access to justice for disadvantaged groups.
  - Understanding of the dynamics of domestic and family violence, elder abuse and trauma informed practice.
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**DESIRABLE REQUIREMENTS**

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**Personal Abilities/Aptitude/Skills**

- Ability to create legal education materials.
  - Motivated to work respectfully with people from different backgrounds and experiences.
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**Experience**

- Managing online publications
  - Writing for the web and web publishing that meets accessibility standards.
  - Producing legal information publications
  - Preparing written information in plain English in a variety of formats such as educational resources, publications, training materials for different audiences
  - Working collaboratively with interpreters.
  - Experience working with disadvantaged groups.
  - An understanding of community development principles
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**Knowledge**

- Knowledge of Web publishing accessibility standards.
  - Knowledge of the function and operations of a wide range of agencies across the government, community, legal and not for profit sectors.
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**Educational/Vocational Qualifications**

- Not Required.
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Certified Correct: ..... /...../.....

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

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