Legal Services Commission
OF SOUTH AUSTRALIA

# JOB AND PERSON SPECIFICATION

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| **Position:** | **Legal Officer** |
| **Classification Code:** | **LSC-3** |
| **Office:** | **Youth Court** |
| **Section:** | **Care and Protection** |
| **Status:** | **Ongoing** |

## Job and Person Specification Approval

A/ Director

Date 14/3/19

## JOB SPECIFICATION

### Summary of Role

- Representation of children aged from birth to 17 years in Child Protection proceedings under current legislation.
- Act as solicitor and counsel in such proceedings.
- Interview all children depending on their capacity
- Present the views and wishes of children to the court and make submissions in their best interest, as appropriate.
- Provide legal representation for, and advice to, children and represent them in negotiations with the Crown Solicitor's Office, Department for Child Protection and legal representatives for other parties.

### Reporting/Working Relationships

**Report to:** Team Leader – Care and Protection

**Direct Reports:** Nil

## Special Conditions

- This position is located at the Youth Court Office of the Legal Services Commission.
- Legal Services Commission reserves the right to direct staff to work at any of the Commission's metropolitan or regional offices, as the Commission's needs may require, from time to time.
- Work out of normal hours and intra-state travel will be required.
- All applicants must hold a child-related employment screening clearance.
- Legal Services Commission operates a smoke free environment.

## Statement of Duties

- Provide high quality, high volume representation in Child Protection proceedings to child clients of the Legal Services Commission.
- Work efficiently to achieve the best possible results for those clients.
- Supervise the work of other staff and private solicitors, and provide direction and guidance to them on questions of law, practice and procedure.
- Liaise with government and non-government agencies with whom the Commission interacts.
- Meet standards and targets set from time to time by the Commission.
- Comply with the Commission's costing procedures, maintaining good file management and complying with legal professional ethics and standards.
- Comply with Legal Services Commission requirements for the recording of client information and other statistical data.
- Attend training which should include, but is not limited to, meeting the requirements of the Law Society's Mandatory Continuing Professional Development scheme.
- Work in a manner consistent with the Code of Ethics for the South Australian Public Sector Employees.
- Work in a safe manner and take reasonable care to protect his / her own health, safety and welfare and avoid adversely affecting the health, safety and welfare of others at work by complying with Work Health and Safety and Equal Employment Opportunity Legislation, policies and practices.

## PERSON SPECIFICATION

## Educational/Vocational Qualifications

- Be an admitted practitioner of the Supreme Court of South Australia or currently eligible for admission to practice in South Australia

- Possess a minimum of five (5) years post-admission legal experience in Child Protection and/or Family Law.
- Be appointed to Legal Services Commission's General Panel of Practitioners, or eligible for appointment.
- Possess a broad knowledge of government and private agencies in the social welfare and justice systems which impact on vulnerable children and teenagers.
- Possess a thorough knowledge of child protection law, practice and the law of evidence in South Australia.

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**Personal Abilities/Aptitudes/Skills**

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- Relate well to child and youth clients by engendering trust, confidence, openness and frankness.
- Confidently provide concise age appropriate advice by assessing problems logically, thoroughly and reliably with due skill and diligence.
- Respect the rights and preserve the confidence and dignity of child and youth clients.
- Understand, appreciate and be sensitive to cultural ethnic and indigenous differences.
- Relate effectively to members of the judiciary, police, support staff, government and non-government agencies, other professional organisations, fellow legal practitioners and members of the public.
- Manage a high file load.
- Work effectively under sustained pressure.
- Effectively manage time, resources and systems.
- Relate to staff with sensitivity and understanding.
- Work co-operatively as part of a team.
- Practice without the need for close supervision.
- Possess a strong commitment to the rights of children under the law and international conventions.
- Possess a strong commitment to the principle of the equality of access to justice for all persons.
- Possess highly developed interpersonal skills.
- Possess public speaking skills, common sense and an ability to work as a member of a team.
- Possess an ability to relate well to the public.