

JOB AND PERSON SPECIFICATION


Position:	Legal Officer – Integrated Services
Classification Code:	LSC1
Section:	Family Law
Office:	Elizabeth/Adelaide
ANZSCO:	271311

Status:

- Ongoing
 Contract
 Other

Job and Person Specifications Approval

Approved by:



 Director (CEO)

15/4/2024

 Date

JOB SPECIFICATION

Summary of Role

The Legal Officer – Integrated Services is responsible for providing legal information, advice, advocacy and representation for women who have been subjected to or who are experiencing domestic violence (DV).

The Legal Officer is required to establish and maintain relationships with agencies and service providers responding to women who are affected by DV in the northern Adelaide region and remote areas, including Whyalla, Port Augusta and Port Pirie.

The Legal Officer will travel to clinics, health units or domestic violence support services, in particular the Women's Safety Services SA Northern Hub, Lyell McEwen Hospital and Women's Children's Hospital, where women may have presented as a result of DV.

The Legal Officer – Integrated Services will develop and deliver educational training sessions for Health Justice Partnerships.

Reporting/Working Relationships

Reports to: Team Leader, Family Safety & Support Team, Integrated Services

Working relationships:

- Legal Services Community Legal Education Officers
 - Women's Safety Services SA
 - NALHN – Lyell McEwen Hospital
 - Women's and Children's Hospital
 - Commonwealth and State Government Agencies
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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.
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Key Responsibilities and Duties

The Legal Officer – Integrated Services will:

- Provide legal information and advice to women experiencing or subject to domestic violence.
- Provide a legal advisory service at the Women's Safety Services SA Northern Hub, Lyell McEwen Hospital and Women's and Children's Hospital when required.
- Providing a referral service to other government agencies and non-government organisations for assistance when required.
- Conducting initial call backs and assessment appointments to DVU clients.
- Providing assistance to senior lawyers by gathering information from clients and external stakeholders.

- Undertaking file work and conducting some assigned matters of low complexity in the Magistrates Courts and SACAT in an efficient and effective manner.
 - Undertaking legal research for senior lawyers of the Commission relating to domestic violence matters.
 - Liaising with key stakeholder relationships with agencies, justice authorities and services providers, that assist women who are affected by domestic violence, in the northern Adelaide region and remote areas, including Whyalla, Port Augusta and Port Pirie.
 - Participate in community based public lectures and information sessions.
 - Meet all requirements under designated funding agreements including service activity reporting.
 - Communicate effectively with persons from a wide range of backgrounds including differing socio-economic and cultural backgrounds.
 - Comply with Legal Services' requirements for the recording of client information, statistical data and other reporting and evaluation procedures, and maintain good file management and comply with professional ethics and standards.
 - Actively participate and contribute to responsible and safe work practices by complying with WHS legislation, policies and procedures.
 - 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 practise in South Australia.
 - Be an admitted practitioner of the High Court of Australia or currently eligible for appointment.
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Personal Abilities/Aptitudes/Skills

- Ability in supporting women experiencing domestic and family violence.
- Be able to provide concise legal advice by assessing problems logically, thoroughly and reliably with due skill and diligence.
- Relate well to clients by engendering trust, confidence, openness and frankness.

- Develop and maintain relationships with key stakeholders and other peak bodies.
- Respect the rights and preserve the confidence and dignity of all clients and team members.
- Work and communicate effectively with persons including children from a wide range of backgrounds including understanding, and responding appropriately to cultural, ethnic and indigenous differences and to persons with a physical or mental illness.
- Possess a strong commitment to the rights of women/caregivers and children under the law.
- Work effectively both individually and as a member of a team showing commitment to achieving team objectives and organisational goals.
- 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.

Experience

- 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.

Knowledge

- Knowledge of domestic and family violence law, practice and the law of evidence in South Australia.
- Knowledge of governmental and private agencies in the social welfare and justice system.
- Confidence in understanding the legal system and legal issues.
- An understanding of Workplace Health and Safety and Equal Opportunity principles.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Not applicable

Personal Abilities/Aptitude/Skills

- Not applicable

Experience

- Experience in providing legal advice to people who have experienced trauma.
 - Experience in legal practice, legal research, the preparation of legal correspondence, court documentation and the justice system generally.
 - Experience in working with digital document management systems.
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Knowledge

- Knowledge of the organisation, procedures and operations of the Legal Services.
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Certified Correct: /...../.....

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