

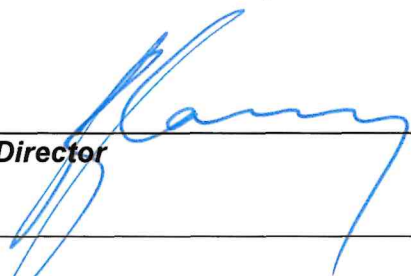
## JOB AND PERSON SPECIFICATION

<b>Position:</b>	<b>Legal Officer</b>
<b>Classification Code:</b>	<b>LSC1</b>
<b>Office:</b>	<b>Adelaide</b>
<b>Section:</b>	<b>Civil Law</b>
<b>ANZSCO:</b>	<b>271311</b>

**Status:**

- Ongoing
- Contract      Term: 2 years
- Other      Term:

### Job and Person Specification Approval

  
\_\_\_\_\_  
**Director**

27/3/2024  
\_\_\_\_\_  
**Date**

### Summary of Role

The Legal Officer, Civil Law will provide legal advice and advocacy support in areas of civil law with a particular focus on providing legal assistance to people seeking asylum. This will include providing legal assistance services to individuals seeking to lodge Permanent Protection Visa applications with the Department of Home Affairs and appealing decisions made in respect of those applications in the Administrative Appeals Tribunal. The Legal Officer will also provide advice and advocacy in other civil law matters in areas such as such as guardianship, mental health and NDIS appeals.

### Reporting/Working Relationships

**Report to:** Team Leader, Civil Law

**Direct Reports:** NIL

---

## 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

---

- Providing legal advice and advocacy support in areas of civil law such as migration, guardianship, mental health and NDIS appeals, with a particular focus on providing legal assistance to individuals seeking to lodge Permanent Protection Visa applications with the Department of Home Affairs and appealing decisions made in respect of those applications in the Administrative Appeals Tribunal.
- Providing advice and advocacy in other civil law matters in areas such as guardianship, mental health and NDIS appeals.
- Providing legal advice to clients clearly, sensitively, and respectfully.
- Meeting standards and targets with respect to case file loads, workflows, file costings and time recording procedures.
- Undertaking legal research for senior lawyers of Legal Services relating to Civil Law.
- Assisting and supporting senior lawyers with active files.
- Assisting in the delivery of legal training programs to the Legal Advisers and others as required.
- Assisting and advising the Legal Advisers on Civil Law matters and Tribunal procedures.
- Communicate effectively with persons from a wide range of backgrounds including differing socio-economic and cultural backgrounds.
- Comply with all Legal Services policies and procedures to ensure professional standards of conduct are maintained.
- 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 displaying respectful behaviour in the workplace.

---

## **PERSONAL SPECIFICATION**

---

### **ESSENTIAL MINIMUM REQUIREMENTS**

---

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

---

- Be an admitted practitioner of the Supreme Court of South Australia or currently eligible for admission to practice in South Australia.
  - Be an admitted practitioner of the High Court of Australia or currently eligible for appointment.
  - Hold a Category C Practising Certificate or currently eligible to apply for a Category C Practising Certificate.
  - Be appointed to the Legal Services' General Panel of Practitioners or be eligible for appointment.
- 

#### **Personal Abilities/Aptitudes/Skills**

---

- Ability to provide concise legal advice by assessing problems logically, thoroughly, and reliably with due skill and diligence.
  - Ability to comply with directions and guidance from the Manager and/or Team Leader.
  - 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.
  - Ability to relate well to clients by engendering trust, confidence, openness and frankness.
  - Ability to effectively manage workloads and competing deadlines.
  - 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 sound interpersonal skills.
- 

#### **Experience**

---

- Experience in working autonomously 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 disability 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**

---

- An understanding the legal system and legal issues.
  - An understanding of Workplace Health and Safety and Equal Opportunity principles.
  - A working knowledge of other government agencies and non-government organisations to which clients can be referred for assistance when appropriate.
- 

**DESIRABLE CHARACTERISTICS**

---

**Personal Abilities/Aptitude/Skills**

---

- A willingness or interest in working with people seeking asylum, living with disability and /or suffering mental illness.
- 

**Experience**

---

- Basic understanding of Civil Law matters generally.
  - Experience in advising clients seeking asylum, living with a disability and/or suffering mental illness.
  - Experience in legal research and the justice system generally.
  - Experience in working with digital document management systems.
- 

**Knowledge**

---

- Knowledge of the procedures and operation of the Department of Home Affairs, the NDIS, the AAT and SACAT.
  - Knowledge of the organisation, procedures, and operations of Legal Services.
- 

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

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

---