

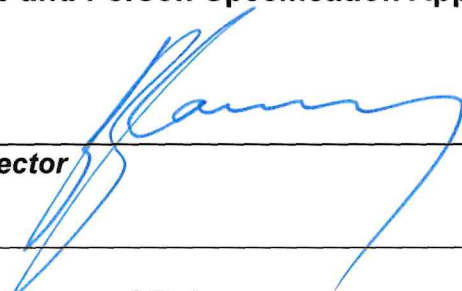
## JOB AND PERSON SPECIFICATION

<b>Position:</b>	Legal Officer
<b>Classification Code:</b>	LSC2
<b>Office:</b>	Adelaide
<b>Section:</b>	Civil Law
<b>ANZSCO:</b>	271311

**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, advocacy support and legal representation 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, advocacy and representation legal services in other civil law matters in areas such as guardianship, mental health and NDIS appeals.

The Legal Officer may be required to appear before the Administrative Appeals Tribunal (AAT) and / or the South Australian Civil and Administrative Tribunal (SACAT).

All members of the Civil Law team are expected to participate in community legal education programs that are conducted by Legal Services.

### Reporting/Working Relationships

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

**Direct Reports:** NIL

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## Special Conditions

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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

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- Provide legal advice, advocacy support and legal representation 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 appeal Permanent Protection Visa decisions made by the Department of Home Affairs and the Administrative Appeals Tribunal.
- Provide advice, advocacy support and legal representation in other civil law matters in areas such as guardianship, mental health and NDIS appeals.
- Provide legal advice to clients clearly, sensitively, and respectfully.
- Meet standards and targets with respect to case file loads, work flows, file costings and time recording procedures.
- Undertake legal research and maintain a high level of expertise of relevant legislation.
- Deliver legal training programs to the Legal Advisers in the Legal Information and Advice Division and others as required.
- Assist and advise the Legal Advisers in the Legal Information and Advice Division on Civil Law matters and Tribunal procedures.
- Represent Legal Services on working groups, committees, and be involved in special projects on Law Reform as required.
- 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 modelling respectful behaviour in the workplace.
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## **PERSONAL SPECIFICATION**

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### **ESSENTIAL MINIMUM REQUIREMENTS**

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

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

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- Ability to deliver high quality, concise 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.
  - Demonstrated ability to manage workloads with competing deadlines whilst working effectively under challenging conditions.
  - 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 highly developed interpersonal and public speaking skills.
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#### **Experience**

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- A minimum of 2 years post admission legal experience.
- Experience with private or public legal practice files management, time recording, and costing of files.
- 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.
- Experience in working autonomously and as a member of a team showing commitment to achieving team objectives and organisational goals.
- Strong digital skills and competency in the use of Microsoft Office suite of products, the internet, email correspondence and electronic records management systems.

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**Knowledge**

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- Demonstrate confidence in understanding the legal system and legal issues.
  - A broad knowledge of governmental and private agencies in the social welfare and justice system.
  - An understanding of Workplace Health and Safety and Equal Opportunity principles.
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**DESIRABLE CHARACTERISTICS**

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**Personal Abilities/Aptitude/Skills**

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

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- In Civil Law matters involving migration, guardianship, mental health and / or NDIS appeals or other relevant areas of administrative law.
  - Drafting submissions such as an applicant's statement of facts, issues and contentions in Civil Law matters.
  - In legal practice, legal research, the preparation of legal correspondence, court documentation and the justice system generally.
  - In working with digital document management systems.
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**Knowledge**

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- 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.
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**Educational/Vocational Qualifications**

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

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

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