

JOB AND PERSON SPECIFICATION

Position:	Legal Officer (Independent Children's Lawyer)
Classification Code:	LSC-3
Office:	Adelaide
Section:	Family Law
ANZSCO:	271311

Status:

<input type="checkbox"/>	Ongoing	
<input checked="" type="checkbox"/>	Contract	Term:
<input type="checkbox"/>	Other	Term:

Job and Person Specifications Approval

Director

29/11/2023

Date

JOB SPECIFICATION**Summary of Role**

The Legal Officer will represent clients in receipt of legal aid and deliver quality legal services in relation to complex family law matters and act, as required, as children's representative in child protection proceedings. The Legal Officer will appear as an advocate, including contested interlocutory hearings and hearings in the Youth Court and the Federal Circuit and Family Court of Australia.

The Legal Officer will appear as a representative in family dispute resolution matters including property matters and if accredited, act as Independent Children's Lawyer in Federal Circuit and Family Court of Australia matters.

The Legal Officer will assist with the implementation of the Legal Services Commission strategic plan and projects as required, including law reform and community legal education.

Reporting/Working Relationships

Report to: Team Leader, Family Law Practice

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.

Statement of Duties

- Provide high quality, high volume legal information, advice and representation in complex Family Law and Child Protection proceedings to clients of the Legal Services Commission.
- Where acting as children's representative in care and protection proceedings, interview all children depending on their capacity and present the views and wishes of children to the court and make submissions in their best interests, as appropriate.
- If accredited, act as Independent Children's Lawyer in the Federal Circuit and Family Court of Australia matters.
- Contribute to the development of the Legal Services Commission strategic plan and projects.
- Comply with the Commission's 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 in 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 displaying respectful behaviour in the workplace.

PERSON SPECIFICATION

Educational/Vocational Qualifications

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

- Relate well to clients by engendering trust, confidence, openness and frankness.
 - Deliver high quality, concise advice by assessing problems logically, thoroughly and reliably with due skill and diligence.
 - Demonstrate effective communication skills with individuals from diverse backgrounds, showing a genuine understanding and respectful response to various cultural, ethnic, indigenous, and health-related differences.
 - Relate well to members of the judiciary, support staff, government and non-government agencies, other professional organisations, legal practitioners and members of the public.
 - Work effectively both individually and as a member of a team showing commitment to achieving team objectives and organisational goals.
 - Manage a high file load and work effectively with financially disadvantaged clients.
 - 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

- Private or public legal practice file management, time recording, and costing of files.
- A minimum of five (5) years' post-admission family law experience.
- Strong digital skills and competency in the use of Microsoft Office suite of products, the internet, email correspondence and electronic records management systems.

Knowledge

- Possess a thorough knowledge of family law, child protection law, practice rules, and the law of evidence as it is applied in the state courts of South Australia and in the Federal Circuit and Family Court of Australia.
 - 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

Experience

- In legal practice, including acting as solicitor or counsel, legal research, the preparation of legal correspondence and court documentation and the justice system generally.
 - Experience in working with digital document management systems.
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Educational/Vocational Qualifications

- Independent Children's Lawyer (ICL) Accreditation.
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Certified Correct: /...../.....

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