

JOB AND PERSON SPECIFICATIONS

Position:	Legal Officer (Team Leader)
Classification Code:	LSC4
Division:	Family Law Practice Division
Section:	Care and Protection
Status:	
<input type="checkbox"/> Ongoing	
<input checked="" type="checkbox"/> Contract	Term: 12 months – Full time 1.0 FTE
<input type="checkbox"/> Other	Term:

Job and Person Specifications Approval

Approved by:

Director

Date

6/11/19

JOB SPECIFICATION

Summary of Role

Oversee the Care and Protection Unit by:

- Representation of children aged from birth to 18 years in proceedings under the Children and Young Persons Safety Act 2017, which includes interviewing all children depending on their capacity.
- Act as a solicitor and counsel in such proceedings.
- Advocate children's wishes and best interests before the Youth Court.
- Advocate and negotiate on children's behalf with Crown Solicitor's Office, Department for Child Protection and legal representatives for parents.
- Supervising the work of the Care and Protection solicitors and other staff to ensure the effective management of a high performing team.

Reporting/Working Relationships

Report to: Manager, Family Law Practice Division.

Special Conditions

- Some out of hours work may be required.
- Travel intrastate or interstate may be required from time to time.

- A Police and DCSI [Working with Children] Clearance is required.
- 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.

Key Responsibilities and Duties

Lead and co-ordinate the Care and Protection Unit to deliver high quality, high volume representation in Child Protection proceedings to child clients of the Legal Services Commission including the distribution of work, the supervision and mentoring of staff by allocating files and trial work and managing resources to meet workloads.

Act as a solicitor or counsel for matters before the Youth Court, Family Court, superior courts and other courts and tribunals as required.

Advise the Manager, FLPD of the staffing performance and development requirements for the team as part of the Performance Development process.

Establish and maintain constructive relationships with internal and external stakeholders including clients, the Courts, legal practitioners, the Manager, Legal Representation and Manager, FLPD. Engagements and partnerships should promote trust and confidence in the LSC to ensure the delivery of outstanding results.

Comply with 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.

Perform such other duties commensurate with the position and classification, as may be required, or as requested by the Manager.

Maintain strict confidentiality in respect to all Commission matters, ensuring compliance with Section 31A of the Legal Services Commission Act 1977.

Work in a manner consistent with the Code of Ethics for the South Australia Public Sector Employees.

Ensure all Work and Safety requirements are met and all Commission policies and procedures are complied with.

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

An admitted practitioner of the Supreme Court of South Australia eligible or holding a current unrestricted practising certificate.

Be eligible for appointment to the Legal Services Commission's Panel of Care and Protection Practitioners.

Personal Abilities/Aptitudes/Skills

- Demonstrates a strong commitment to the principle of the equality of access to justice for all person.
- Demonstrates the ability to relate well to child and youth clients by engendering trust, confidence, openness and frankness.
- Demonstrates an ability to lead and supervise a team to ensure the delivery of agreed outcomes and the development and support of staff.
- Forges relationships and effective engagement with members of the judiciary, police, support staff, government and non-government agencies, other professional organisations and legal practitioners.
- Models and builds a culture of respect and high ethical standards including a commitment to high performance in the execution of work as a care and protection practitioner and leader of the Care and Protection Team.
- Highly developed inter-personal skills to identify and respond to the needs of internal and external stakeholders, securing relevant information and identifying options and solutions.
- Models professionalism, adaptability and a positive commitment to improve work performance continuously and ongoing personal development.
- Confidently provides 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.

Experience

- Possess a minimum of eight (8) years post admission legal experience in Child Protection and/or Family Law.
- Be appointed to the Legal Services Commission's General Panel of Practitioners or eligible for appointment.
- Possess experience in private or public practice file management, time recording and costing of files.

Knowledge

The appointee must have:

- knowledge of principles of good staff management techniques.
- an understanding of strategic planning processes.
- Child protection law, practice and the law of evidence in South Australia.
- A broad knowledge of government and private agencies in the social welfare and justice systems which impact on vulnerable children and teenagers.

DESIRABLE CHARACTERISTICS

Knowledge

Knowledge of the procedures, organisation and operations of the Legal Services Commission including the policies, guidelines and practices for granting legal aid in care and protection matters.

Knowledge of Legal Practice management and Human Resources Management principles.