



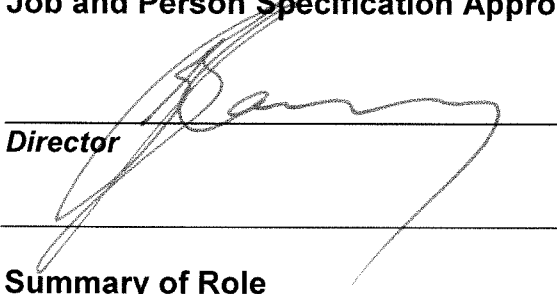
JOB AND PERSON SPECIFICATION

Position:	Legal Officer
Classification Code:	LSC4
Division:	Family Dispute Resolution
Section:	Family Law Practice Division

Status:

- ☐ Ongoing
- ☒ Contract Term: 12 months – Full Time or Part Time
- ☐ Other Term:

Job and Person Specification Approval



Director

30/10/19

Date

Summary of Role

Oversee the delivery of lawyer assisted mediation for Property Dispute Resolution matters (PDR). This includes:

- Supervision of the Family Dispute Resolution (FDR) Section, to ensure the effective management of a high performing team in delivering conference workloads within target time frames through well defined systems and processes.
- Development of Commission and legal practitioner capability to deliver PDR.
- Chairing PDR and FDR conferences as required.
- Representation of the Commission on committees as appropriate and reporting on PDR and FDR as required.

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.

Key Responsibilities and Duties

Lead and co-ordinate the FDR Section to deliver PDR and FDR including the distribution of work and the supervision and mentoring of staff by allocating matters and managing resources to meet current and emerging workloads within the budget.

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

Develop communication material in relation to PDR including but not limited to:

- Applications for services
- Forms surveys or other documents designed to capture data
- Material to advertise PDR
- Templates and procedures.

Deliver training in relation to PDR as appropriate.

Advise the Manager, Family Law Practice Division of the staffing performance and development requirements for the team as part of the Performance Development process.

Develop and implement initiatives for the effective use of technology for PDR and FDR conferencing including contemporary engagement with clients, more effective extension of conferencing to rural and remote areas of South Australia, efficient support of chairpersons and exceptional management of the PDR and FDR conferencing process.

Conduct, as Conference Chairperson, conferences as part of the effective and efficient management of PDR and FDR Conferences.

Provide high quality reports and submissions on the performance of PDR and FDR indicating whether agreed service standards for quality, consistency and time frames of PDR and FDR conferences and the processes for intake and scheduling of conferences are being met.

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

Form a community of practice for PDR including liaison with practitioners, chairpersons, National Legal Aid and the Courts as required.

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 Health 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 with a current unrestricted practising certificate.

Be appointed to or eligible for the Legal Services Commission's Panel of FDR Chairpersons, or eligible for appointment.

Personal Abilities/Aptitudes/Skills

Demonstrates a strong commitment to the principle of the equality of access to justice for all persons.

Demonstrates an ability to lead and supervise a team to ensure the delivery of agreed outcomes and the development and support to the staff.

Forges relationships and effective engagement with members of the judiciary, police, support staff, government and non-government agencies, other professional organisations and fellow 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 an FDR and PDR Chairperson and leader of the FDR Conferencing Unit.

Thinks strategically to enable the expansion of conferencing technology and business improvement.

Aligns work priorities to ensure delivery against strategic priorities.

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 advice by assessing problems logically, thoroughly and reliably with due skill and diligence.

Experience

Possess a minimum of eight (8) years post admission legal experience in Family Law.

The appointee must possess experience in:

- a) family law practice and FDR Conferencing to a significant level.
- b) private or public practice file management, time recording, and costing of files.

Knowledge

The appointee must have:

- a) knowledge of principles of good staff management techniques.
- b) an understanding of strategic planning processes.
- c) familiarity with performance measures/indicators.

DESIRABLE CHARACTERISTICS

Knowledge

Knowledge in project management and process redesign and the use of technology and innovation to improve performance.

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

Knowledge of Legal Practice management and Human Resources Management principles.