

## Legal Aid Commission of Tasmania

### Statement of Duties – May 2020

<b>Title</b>	Legal Practitioner (Family)
<b>Number</b>	357270
<b>Award</b>	Legal Practitioners Agreement 2018
<b>Classification</b>	Level 2
<b>Output Group</b>	Department of Justice
<b>Full Time Equivalent</b>	0.6 FTE
<b>Division</b>	Family Law and Family Advocacy and Support Service (FASS)
<b>Branch</b>	Family Law
<b>Supervisor</b>	State Family Law Practice Manager
<b>Direct Reports</b>	Nil
<b>Location</b>	Hobart
<b>Terms of Employment</b>	Fixed-term until 30 June 2022. Part-time working 44.10 hours per fortnight.
<b>Position category and funding</b>	T167

## The Department of Justice

### Aim

A safe, fair and just Tasmania.

### Purpose

To support the Tasmanian Government to promote the rule of law by

- ensuring an effective, efficient and accessible justice system.
- protecting and respecting rights.
- improving laws.
- influencing positive behaviour and enforcing responsibilities.

Visit the [Department of Justice website](#) for more information.

## Divisional Information

The Commission is jointly funded by the Commonwealth and State, and has a current budget in the order of \$16 million. The Commission's functions encompass both Commonwealth and State jurisdictions. The Commission is accountable to both Commonwealth and State Attorneys-General for the expenditure of allocated funds and effective provision of legal aid services.

The Commission is an independent body governed by a Board of Commissioners. It conducts its operations in an independent manner, its staff are provided under the *Legal Aid Commission Act 1990* by the Secretary of the Department of Justice and are employed under the *State Service Act 2000*. The Commission supports all of its functions, programs and business streams from its own organisational structure and resources.

Visit the [Legal Aid Commission of Tasmania website](#) for more information.

## About the position

### Objectives

Provide representation, advice and assistance to litigants in the Family Court and Federal Circuit Court and the Magistrate's Court – Children Young Persons and their Families matters.

### Duties

- Provide duty lawyer services, including information, advice, drafting documents and representation of clients of the Family Advocacy and Support Service, in Family Law Court Registries and other locations.
- Undertake routine and complex investigations, mediations, conferences and dispute resolutions.
- Provide cross-over services in the Magistrates Court as and when required where clients are crossing legal service jurisdictions.
- Provide information to stakeholders and promote the Family Advocacy and Support Service to clients and other stakeholder groups.
- Establish and maintain effective referral relationships both in and out of the Family Advocacy and Support Service.
- Support senior legal practitioners with research, preparation, drafting and other appropriate tasks.
- Contribute to and comply with Commonwealth and State reporting obligations in relation to the delivery of the Family Advocacy and Support Service, including keeping and supplying proper records of all services delivered.
- Perform such other professional work in the family law and child protection jurisdictions as required.

### Level of Responsibility

- Responsible for the effective and efficient delivery of the Family Law services including dispute resolutions and mediations in accordance with the directions, policies and guidelines of the Legal Aid Commission and within allocated resources and agreed timelines.
- Responsible for maintaining knowledge of the relevant areas of law and maintaining effective professional relationships with client organisations.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.

## Direction and Supervision received

This position reports directly to the State Family Law Practice Manager.

## Selection Criteria

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. Experience in advising and representing persons in the Family Court, Federal Circuit Court and Magistrates Court (Children Young Persons and Their Families Act matters.)
2. Demonstrated advocacy skills and possess a keen awareness of legal professional ethics.
3. Sound interpersonal skills, including the demonstrated ability to communicate clearly with and provide guidance to people with wide ranging social, legal and health needs,
4. Proven understanding of the presentation and needs of victims of family violence and people who are culturally and linguistically diverse and/or have a disability, mental health condition/s and/or drug and alcohol issues.
5. Experience in delivering quality duty lawyer services including assisting multiple clients at the same time and managing and communicating priorities.

## Working Environment

Employment in the State Service is governed by the *State Service Act 2000*. Both employees and officers are required to uphold and comply with the State Service Principles (Section 7) and the Code of Conduct (section 9).

Department of Justice state service employees:

- treat all users of our services with respect and courtesy;
- listen to what users of our services have to say;
- personalise services to the needs and circumstances of each user of our services where practical;
- always do what they say they are going to do, or update the appropriate people promptly if things change, offering an explanation for the change;
- respond to enquiries promptly and efficiently; and
- consult the public and users of our services about their service needs.

The minimum standard of behaviour expected of all Department of Justice employees is to:

- Consider people equally without prejudice or favour.
- Act professionally with honesty, consistency and impartiality.
- Take responsibility for situations, showing leadership and courage.
- Place the public interest over personal interest.
- Appreciate difference and welcome learning from others.
- Uphold the law, institutions of government and democratic principles.
- Communicate intentions clearly and invite teamwork and collaboration.
- Provide transparency to enable public scrutiny.

- Be fiscally responsible and focus on efficient, effective and prudent use of resources.

Further information about employee expectations is on the Department of Justice Intranet site under Statement of Intent.

The department is committed to high standards of performance in the application of contemporary management practices and principles including workplace health and safety and workplace diversity. The department recognises and uses the diversity of the community it serves. In doing this it acknowledges the individual differences that can contribute to the capacity of a person to perform the inherent requirements of the duties.

*Doj has a zero tolerance approach to violence\*, including any form of family violence. Doj takes an active role in supporting employees and their families and is committed to providing a workplace that promotes safety and wellbeing of all employees.*

*\*The Department accepts the Tasmanian legal definition of violence.*

All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

All employees are responsible for participating actively and constructively in discussions regarding performance and for the implementation of agreed outcomes in accordance with the Performance Management policies and strategies of the Department.

Smoking is prohibited in State Government workplaces and vehicles.

## Requirements

### Essential requirements

- Admitted as a Barrister and Solicitor of the Supreme Court of Tasmania.

### Desirable requirements

- Significant knowledge and understanding of the Family Law Act as amended.
- Appointment as or eligibility for appointment for the role of Separate Representative or Independent Children's Lawyer.
- Driver's Licence.