

## State Litigation Office

### Legal Practitioner – Statement of Duties

#### Objective

To provide civil legal advice and litigation services to the State and its Agencies by acting as a litigious solicitor and counsel. This position has a particular focus on abuse whilst in care matters.

#### Duties

- To assist in the provision of legal advice to the State and its Agencies in respect of civil legal issues with an emphasis on (although not exclusively) claims made by those who, as children, were the subject of abuse whilst in care.
- To assist the Crown Counsel (Abuse in Care) as required.
- To assist with file reviews and perform other duties as directed by the State Litigator or Assistant State Litigator.
- To assist with the comprehensive, accurate and timely advice to the State and its Agencies in respect of civil legal matters.
- To assist with the briefing of matters to third party providers (solicitors and barristers) in accordance with the State's policy and procedures.
- To under supervision appear in court as and when required (for example on routine interlocutory and directions hearings).
- To participate in performance management and file reviews as directed.

#### Level of responsibility

- Providing legal advice and assistance, as directed.
- Acting on own initiative on the day-to-day decision making in connection with and execution of the primary tasks but required to consult with the Crown Counsel (Abuse in Care) and other senior practitioners as necessary.
- Accountable to the Assistant State Litigator for transacting the business of the Office in accordance with established procedures.
- Responsible for maintaining current knowledge of relevant legislation, policies and procedures.
- 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 including in relation to psycho social hazards.

- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

### **Direction and supervision received**

- Works under direct supervision initially, progressing with further experience to work under general supervision.

### **Selection criteria**

1. A demonstrated knowledge of civil law including practice and procedure enabling the effective and efficient conduct as a litigation solicitor of civil and other allocated matters, or the ability to rapidly acquire this knowledge, with a particular emphasis on claims made by those, who as children, were the subject of abuse whilst in care.
2. A high level of personal initiative, resourcefulness and diligence, including demonstrated (or the capacity to demonstrate) organisational and prioritisation skills that enable the management of evidential and legal materials, the routine meeting of deadlines and completion of matters to specified performance standards.)
3. Sound communication skills including the capacity to effectively convey complex information to non-specialists, and the ability to develop effective professional relationships in small and large team environments.)
4. Capacity to conduct negotiations and consultations relevant to the nature of the duties performed.
5. Well-developed legal research skills.
6. A demonstrated understanding of the ethical framework in which the position operates.

### **Essential requirements**

- Admitted or eligible for immediate admission as a Barrister or Practitioner of the Supreme Court of Tasmania.
- Current Tasmanian Registration to Work with Vulnerable People (Registration Status-Employment).

### **Desirable requirements**

- Current Drivers Licence.

## Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks

- Arson and fire setting
- Violent crimes and crimes against the person
- Sex-related offences
- Drug and alcohol related offences
- Crimes involving dishonesty
- Crimes involving deception
- Making false declarations
- Malicious damage and destruction to property
- Serious traffic offences
- Crimes against public order or relating to the Administration of Law and Justice
- Crimes against Executive or the Legislative Power
- Crimes involving Conspiracy

2. Disciplinary action in previous employment.

3. Identification check.

## Position Summary

<b>Title</b>	Legal Practitioner
<b>Number</b>	357510
<b>Award</b>	Legal Practitioners Agreement
<b>Classification</b>	Legal Practitioner Level 1
<b>Division</b>	Crown Law
<b>Full Time Equivalent</b>	1.0
<b>Output Group</b>	Office of the State Litigator
<b>Branch</b>	Abuse in Care
<b>Supervisor</b>	Crown Counsel (Abuse in Care)
<b>Direct Reports</b>	Nil
<b>Location</b>	Hobart
<b>Position category and funding</b>	Fixed Term – Code T2020135

