Tasmania Legal Aid

Legal Practitioner - Statement of Duties

# Objective

The position provides a range of family violence related legal services to clients, professional and community stakeholders and service providers including:

* community legal education outreach and engagement
* legal advice, representation, support and assistance to victims of family violence and children affected by family violence in accordance with Safe at Home policies, and in conjunction with family violence service providers; and
* assistance to support the development of the whole-of-government response to family violence.

# Duties

* Provide routine legal advice, information, guidance and support to clients and/or their support person regarding the law, their rights and legal processes, in family violence matters across Tasmania
* Make referrals to appropriate internal and external services as required.
* Provide legal advice to support the management of relevant legal matters and assist more senior Legal Practitioners with research, preparation, drafting and other appropriate tasks as directed.
* Represent clients in Court and at conferences as a duty solicitor or pursuant to a Grant of Legal Aid funding and obtain expert reports where required.
* Liaise with other services relevant to the Safe at Home service system and participate in service development and provision of outreach community legal education and information.
* Participate in stakeholder meetings and working groups as requested.
* Assist in the development of program policy, legislation and reports to support law reform, complex legal matters and funding agreements.
* Perform such other professional legal work within Tasmania Legal Aid as may be directed by your manager from time to time.

# Level of responsibility

* Responsible for the effective and efficient delivery of service-area-related legal services in accordance with established precedents and the directions, policies and guidelines of Tasmania Legal Aid, within allocated resources and agreed timeframes.
* Exercise initiative, discretion and sensitivity and a keen awareness of legal profession ethics whilst undertaking in the resolution of related legal matters.
* Responsible for maintaining current knowledge of the law and applicable policies and procedures relating to relevant legal matters.
* 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.
* 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

* Accountable to the Service Area Manager for transacting the business of the office in accordance with necessary procedures.
* Works under limited supervision in accordance with briefings given on specific assignments and receives general direction from more experienced Legal Practitioners within the Service Area team.

# Selection criteria

1. An understanding of the Family Violence law, legal issues and processes as applicable in Tasmania including the relevant Courts, Tribunals and/or Registries, Safe at Home program policies and the Safe Homes Safe Families Action Plan.
2. Highly-developed interpersonal, communication and negotiation skills including the ability to apply the principles of plain English to effectively deal with vulnerable clients who have complex needs and liaise with legal and non-legal service providers
3. Proven problem-solving, record-keeping and prioritisation skills including high-level attention to detail to undertake routine legal work in accordance with policies, processes and guidelines.
4. Ability to engage in community outreach forums and activities and deliver legal education and information.
5. Demonstrated ability to work effectively as part of a professional group of lawyers both in a small team and larger organisational environment which includes sharing the goals and commitments of TLA, displaying initiative and flexibility in problem-solving at all times
6. A sound understanding or awareness of Tasmania Legal Aid, its goals and strategies and the proven ability to apply TLA’s values in providing services to clients, stakeholders and the Tasmanian community.

# Essential requirements

* Admitted or eligible for admission as a Barrister and Solicitor of the Supreme Court of Tasmania and the relevant Federal courts.
* Current Tasmanian Registration Working with Vulnerable People (Registration Status-Employment).

# Desirable requirements

* Current Motor Vehicle Driver’s Licence.

# Position Summary

| Title | Legal Practitioner – Safe at Home |
| --- | --- |
| Number | Generic |
| Award | Legal Practitioner Award |
| Classification | Level 1 |
| Division | Justice and Reform |
| Full Time Equivalent | Various |
| Output Group | Tasmania Legal Aid |
| Branch | Family Practice |
| Supervisor | Manager – Safe at Home |
| Direct Reports | Nil |
| Location | North, North West, South |
| Position category and funding | T167 |