Position Description

Our Values

We value life
We make every conversation count
We will find a better way, today
We make the complicated simple

Position Title	Solicitor – level 1
Position Number	
Band / Job Group	JG 5
Division	**Community Relations** The Community Relations Division is responsible for engaging with the Victorian Community regarding the Toward Zero road safety strategy. The division also incorporates internal and external communications, research, government relations and policy, service & review, and legal.
Branch	Legal
Location	Geelong
Reports To	Principal Solicitor
Number of Direct Reports	Nil
Working with Children	Is a Working with Children check required for this position? ☐ Yes ☐ No
Financial Delegation	Authorised to pay Legal Costs as per instrument of delegation and authorisation
Job Purpose	To effectively and efficiently manage a mixed portfolio of litigated and non-litigated matters within a highly demanding legal environment. In addition, the role is required to provide high quality and timely legal services including specific and general advice and advocacy to TAC. It requires a superior degree of organization, time management, judgement and problem solving competencies and knowledge of the Transport Accident Act 1986 and stakeholder management. The role is critical to the ongoing success of the TAC and its ability to meet operational and branch targets and scheme viability.

KEY ACCOUNTABILITIES

Effectively manage a mixed portfolio of litigated and non-litigated matters across a diverse and broad ranging portfolio as follows:

- Have conduct of a variety of matters regarding client's entitlements under the Transport Accident Act 1986 including: No Fault Dispute Resolution Protocols applications, VCAT Applications for Review, Serious Injury Originating Motions, Common Law Protocols applications and Common Law Writ's.
- Providing both written and verbal legal advice to the TAC to ensure the firm and fair defence of matters, identifying where appropriate further information required, risks for the TAC and identifying and reporting adverse precedent matters involving scheme and/or reputational issues under supervision and mentoring.
- Obtaining instructions from the TAC business client, acting in accordance with the business client's lawful, proper and competent instructions and keeping the business client advised and updated during the running of matters.
- Communicating and negotiating with Plaintiff solicitors and self-represented litigants to ensure proactive progression of matters and early and effective resolutions.
- Delegation of duties to Legal Assistant's requiring the provision of detailed instructions, following up on delegated tasks where required and provided constructive guidance and feedback to maintain and develop a positive working relationship.
- Attending and participating in various alternative dispute resolution processes, initially under supervision including: Pre-Issue Conferences (by phone), Compulsory Conferences, OM Pre-Hearing Conferences, Common Law Protocols Conferences and Common Law Mediations.
- Appearing, with appropriate supervision and support on behalf of the TAC in various jurisdictions including in the Victorian Civil and Administrative Tribunal, County Court and Supreme Court at Directions Hearings and to take judgment
- Where appropriate for matters to be run to Hearing, preparing relevant documentation, briefing counsel and instructing counsel at the Hearing.
- Participating in the negotiation and settlement of legal costs claims, preparation for Cost Recovery Committee matters and providing legal costing advice in briefs and advices.

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Providing informal and ad hoc legal advice and quality legal service to the TAC to assist to achieve results for our client's, Branch and the TAC, including:

- Attending various forums and round tables to assist the TAC with decision making: Eligibility Mental Health Round Table, Eligibility Forum, general Legal Consults, Serious Injury Forum, Serious Injury Mental Health Forum, Independence Forum and Surgery Forum. This requires the undertaking of file reviews and provision of guidance on complex issues in relation to the information gathering, file preparation and decision making.
- Providing ad hoc advice and recommendations to various branches in the TAC (Return to Work, Return to Health, Client Assist, Independence, Informal Review, Forensics) to assist in their decision making processes and functions.
- Develop strong and effective working relationships with external & internal stakeholders including clients, Plaintiff solicitors, barristers, Courts and Tribunals and medical practitioners.
- Contribute to the delivery of Practice Group specific KPI's related to legal service, quality and efficiency.
- In consultation with Solicitors, Senior Solicitors and Senior Legal Managers, formulate and implement strategies for the successful attainment of targets, and to manage future liabilities or changing precedents in law.
- Maintain, develop and share relevant knowledge and expertise through formal and informal avenues.
- Participate in projects and other business activities as required (e.g. working groups) to support continuous improvement of the branch and the TAC's processes and frameworks.

Ensure compliance with relevant rules, regulations and work practices including:

- Ensure compliance with all relevant rules, regulations and work practices and maintaining requirements to hold a Legal Practicing Certificate, acting professionally at all times, develop and maintain a detailed knowledge of the relevant legislation and associated case law.
- Comply with the requirements of the Civil Procedure Act 2010.
- Comply with the terms of the Legal Services Agreement.
- Brief counsel in accordance with the Equal Briefing Policy.
- Act professionally and ethically and in accordance with the Model Litigant Guidelines and the Charter of Human Rights and Responsibilities.
- Comply with the Transport Accident Act Protocols and other pre-litigation processes.

Organisational Responsibilities

As defined by the Occupational Health and Safety Act 2004 - Victoria employees of TAC are to take reasonable care to ensure their own safety, not place others at risk by any act or omission, follow safe work procedures, report hazards and injuries and cooperate with the employer to meet work health safety obligations.

Role model all TAC Leadership Model capabilities and behaviors; Adapt & Learn, Embrace Accountability, Cultivate Partnerships, Empower Others, Exercise Judgment, Deliver Outcomes, Shape Strategy & Direction and Lead Transformation.

Participate in identification and development of initiatives, risks, changes, recommendations and implementation of appropriate work practices, policies and guidelines to improve efficiency and/or effectiveness of work.

KEY SELECTION CRITERIA

Relevant Qualifications, Work Experience & Specialised Knowledge

- Bachelor of Laws
- Entitled to or holds a current practising certificate and admitted as an Australian Lawyer
- Knowledge of the relevant sections of the Transport Accident Act, common law principles or relevant jurisdictions, legislation and legal precedents preferred.
- Sound knowledge of the Courts and Tribunal Rules processes and procedures in all relevant jurisdictions
- Demonstrate proficiency in managing VCAT, serious injury and common law claims.
- Demonstrated litigation and alternative dispute resolution experience

	• Strong conceptual, analytical and strategic skills and demonstrated ability to handle complex matters. • Effective time management, organisation skills and ability to work under demanding time frames and changing priorities. • Demonstrated ability to exercise judgement and well-developed problem solving, influencing and negotiating skills. • Well-developed negotiating, verbal and written communication skills. • Demonstrated experience in building relationships with stakeholders, including clients, the legal fraternity and medical practitioners.
Capabilities	Deliver Outcomes: Sets goals and stretch targets that support higher standards of performance for self and others Exercise Judgement: Undertakes objective analysis and draws accurate conclusions based on evidence Cultivate Partnerships: Builds and maintains relationships with stakeholders across roles, teams and divisions, internally and externally Embrace Accountability: Holds self and others accountable for behaviour by addressing inappropriate behaviour promptly in a respectful and consistent manner Adapt and Learn: Regularly seeks feedback and reflects on own capabilities, actively pursuing ways to develop and apply new capabilities