

Tasmania Legal Aid

Legal Practitioner - Grants and Compliance

Statement of Duties

Objective

This position assesses applications for grants of legal aid, provides legal information and advice, and undertakes compliance activities in accordance with policies, procedures and guidelines.

Duties

- Analyse, process and assess applications for grants of legal aid to:
 - determine grants of aid
 - prepare lodgements and information for Review Committees
- Liaise with and provide advice to internal and external Legal Practitioners regarding queries concerning particular grants of aid.
- Assist more senior Legal Practitioners with research, preparation, drafting and other appropriate tasks as directed.
- Appoint practitioners when ordered by the relevant Court including Independent Children's Lawyers, Children's Separate Representatives and Family Violence and Cross Examination Scheme practitioners.
- Participate in and contribute to stakeholder meetings and working groups as requested.
- Prepare reports as required by Tasmania Legal Aid or under funding agreements.
- Undertake legal research to assist in the development of program policy and legislation to support law reform and funding agreements relating to the granting of legal aid.
- Analyse and assess practitioner files for compliance with grants of aid guidelines, policy, and legislation.
- Perform such other professional legal work within Tasmanian Legal Aid as required.

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.

- Apply initiative, discretion and flexibility whilst working as part of a professional team including a willingness to work in a wider team environment to deliver a client-focused quality legal service with a keen awareness of legal professional ethics.
- 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 TLA values of Honesty, Courage and Engagement
- 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

- This position reports to the Legal Practitioner - Grants Officer on a daily basis under the direction of the Associate Director – Legal Practice.
- Expected to be able to use initiative, exercise discretion in resolving issues and apply independent professional judgement in day-to-day decision-making related to primary tasks.

Selection criteria

1. Knowledge and relevant experience in the Family or Criminal Law jurisdiction and broad knowledge of the practice of law in the other jurisdictions including the State Civil jurisdiction.
2. Demonstrated ability to analyse information and make decisions within the framework of guidelines, policies and budgetary constraints.
3. Demonstrated high-level communication skills and capacity to provide advice to colleagues on areas of expertise and the proven ability to apply judgement in seeking advice from senior Legal Practitioners and other relevant sources.
4. Demonstrated capacity to work effectively both as part of a team and individually and to communicate and negotiate effectively with other legal professionals on sensitive and/or contentious issues.
5. Demonstrated capacity to use client management systems in accordance with established guidelines, process and practices.
6. High level organisational and time management skills including experience in applying judgement and initiative whilst working in a high-volume client service environment subject to work pressure and change.
7. 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.

Desirable requirements

- A Legal Practitioner with more than 2 years' relevant post-admission experience.

Position Summary

Title	Legal Practitioner – Grants and Compliance
Number	357850
Award	Tasmania State Service Award
Classification	Legal Practitioner Level 2
Division	Justice and Reform
Full Time Equivalent	1.0
Output Group	Tasmania Legal Aid
Branch	Grants
Supervisor	Legal Practitioner - Grants Officer
Direct Reports	Nil
Location	Hobart
Position category and funding	T 167