

Tasmania Legal Aid

Legal Practitioner – Statement of Duties

Objective

The position provides legal advice and representation to clients or their support persons in relation to identified legal matters across various jurisdictions within Tasmania Legal Aid.

Duties

- Provide routine legal advice, information and guidance to clients or their support person regarding the law, their rights and legal processes.
- Obtain expert reports and make detailed referrals to appropriate internal and external services, including obtaining expert reports as required.
- Assist senior practitioners by undertaking administrative investigations and straightforward legal proceedings.
- 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.
- Appear in Court and at conferences for clients on a duty solicitor basis or pursuant to a Grant of Legal Aid funding.
- Participate in stakeholder meetings and working groups as requested.
- Prepare reports as required by Tasmania Legal Aid or under funding agreements.
- Undertake legal research and assist in the development of program policy and legislation to support law reform and complex legal matters.
- Engage in service development, outreach and other community legal education activities.
- Perform such other professional legal work within the 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 the 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 and/or Program Manager for transacting the business of the office in accordance with necessary procedures.
- Works under direct supervision initially progressing to general 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. Demonstrated knowledge of and understanding of the law, legal issues and processes as applicable in Tasmania including the relevant Courts, Tribunals and/or Registries.
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. Demonstrated ability to apply initiative and flexibility whilst working as part of a professional team of lawyers including a willingness to work in a wider team environment to deliver a client-focused quality legal service.
5. Ability to engage in community outreach forums and activities to deliver legal education and information.
6. Demonstrated ability to work as a member of a professional group of lawyers and form and maintain strong working relationships within both a small team and the larger TLA environment.
7. A sound understanding or awareness of Tasmania Legal Aid's service, goals and strategies and the proven ability to apply its 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.
- Current Tasmanian Registration to Work with Vulnerable People (Registration Status-Employment).

Desirable requirements

- Current Motor Vehicle Driver's Licence.

Position Summary

Title	Legal Practitioner
Number	Generic
Award	Tasmanian State Service Award
Classification	Level 1
Division	Justice and Reform
Full Time Equivalent	Full Time
Output Group	Tasmania Legal Aid
Branch	Justice and Reform
Supervisor	Service Area/Program Manager
Direct Reports	Nil
Location	North, North West, South
Position category and funding	T 167