

Tasmania Legal Aid

Legal Practitioner – Statement of Duties

Objective

Represent clients of TLA as required in relation to matters in the Criminal jurisdiction.

Attend at the Magistrates and Supreme Courts and represent clients of TLA where necessary on remands, applications for adjournment, applications for bail, pleas of guilty and hearings.

Duties

- Act as solicitor and counsel on allocated matters for Tasmania Legal Aid clients at the Magistrates Court and Supreme Court.
- Represent Tasmania Legal Aid clients by assisting more experienced legal practitioners in relation to complex, critical and novel matters.
- Participate in performance management and file reviews as directed by the Regional Manager.

Level of responsibility

- This position reports to the Regional Manager for the effective and efficient delivery of representational services in accordance with the directions, policies and guidelines of TLA and within allocated resources and agreed timelines.
- Responsible for maintaining a detailed knowledge of the relevant areas of criminal law, criminal law processes and procedures and maintaining effective liaison with clients, witnesses, defence counsel, Tasmania Police and the Courts.
- Display initiative and flexibility in problem-solving whilst sharing the goals and commitments of TLA at all times.
- 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 Regional Manager for transacting the business of the office in accordance with necessary procedures.
- Day to day decision making in connection with the primary tasks and advise and recommend to senior staff on complex matters.
- In accordance with briefings given on specific assignments, work under limited supervision but otherwise on initiative in the day-to-day environment.

Selection criteria

1. A detailed knowledge of criminal law as it applies in Tasmania, including practice and procedure in the Supreme and Magistrates Courts enabling the effective and efficient conduct as solicitor and counsel to represent clients of TLA.
2. Demonstrated high level communication skills, including well developed advocacy skills; demonstrated negotiation skills, the capacity to effectively convey complex legal information to non-specialists.
3. 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.
4. A high level of personal initiative, resourcefulness and diligence, including demonstrated organisational and prioritisation skills that enable the management of complex and voluminous evidential and legal materials, the routine meeting of deadlines and completion of matters to specified performance standards.
5. Well-developed legal research skills.
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.
- Current Tasmanian Registration to Work with Vulnerable People (Registration Status-Employment).

Desirable requirements

- Experience in the practice of criminal law.
- Current Motor Vehicle Driver's Licence.

Position Summary

Title	Legal Practitioner
Number	Generic
Award	Tasmanian State Service Award – Legal Practitioner
Classification	Level 2
Division	Justice and Reform
Full Time Equivalent	1.0 FTE
Output Group	Tasmania Legal Aid
Branch	Criminal Practice
Supervisor	Regional Manager
Direct Reports	Nil
Location	North, North West, South
Position category and funding	T167