

State Litigation Office

Legal Practitioner – Statement of Duties

Objective

Assist the State Litigator in the conduct and management of the business of the office by providing high level litigation services and legal advice. This position has a particular focus on abuse whilst in care matters.

Duties

- To act as solicitor and counsel in civil matters involving the State and its Agencies before any State Courts, Tribunals or Boards at first instance.
- To assist the Crown Counsel (Abuse in Care) as required.
- To provide advice to the State and it's Agencies in respect of civil legal issues.
- To act as counsel in such matters involving the State and its Agencies as may be directed from time to time.
- To participate in performance management and file reviews as directed by Crown Counsel.

Level of responsibility

- Acting on own initiative on the day to day decision making in connection with and execution of the primary tasks. To consult with the Crown Counsel (Abuse in Care) and other senior practitioners as necessary. Accountable to the Crown Counsel for transacting the business of the Office in accordance with established procedures.
- Responsible for maintaining current knowledge of relevant legislation, policies and procedures.
- 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

- Works under direct supervision initially, progressing with further experience to work under general supervision.

Selection criteria

1. A detailed knowledge of the civil law as it applies in Tasmania, including experience in the practice and procedure in the Supreme Court and in other courts and in tribunals with a particular emphasis on claims made by those who, as children, were the subject of abuse whilst in care.
2. Demonstrated experience or an ability to quickly learn and a commitment to the Conduct of Civil Claims guidelines for conducting civil claims.
3. Demonstrated high level legal research skills.
4. Demonstrated high level communication skills, including advocacy, negotiation and mediation skills, and the capacity to effectively convey complex legal information to non-specialists.
5. Highly developed organisational ability including the capacity to work under pressure, manage priorities, including changing and conflicting priorities, and complete work within tight deadlines.
6. Good interpersonal skills, with the ability to establish and maintain effective professional relationships with the judiciary, magistracy, statutory officers, the legal profession, senior officers of the Public Service, risk management specialists, specialist consultants and others.
7. Demonstrated capacity to work effectively and co-operatively within a small team environment.
8. Computer skills appropriate to the independent performance of tasks required of the position.
9. A demonstrated understanding of the ethical framework in which the position operates.

Essential requirements

- Admitted or eligible for admission as a Barrister or Practitioner of the Supreme Court of Tasmania.
- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment).

Desirable requirements

- At least 3 years' experience in legal practice relevant to the duties of the position.
- Current drivers licence.

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks
 - Arson and fire setting
 - Violent crimes and crimes against the person
 - Sex-related offences
 - Drug and alcohol related offences

- Crimes involving dishonesty
 - Crimes involving deception
 - Making false declarations
 - Malicious damage and destruction to property
 - Serious traffic offences
 - Crimes against public order or relating to the Administration of Law and Justice
 - Crimes against Executive or the Legislative Power
 - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
 3. Identification check.

Position Summary

Title	Legal Practitioner
Number	357477
Award	Tasmanian State Service Award - Legal Practitioner
Classification	Legal Practitioner Level 2
Division	Crown Law
Full Time Equivalent	1.0FTE
Output Group	Office of the State Litigator
Branch	Abuse in Care
Supervisor	Crown Counsel (Abuse in Care)
Direct Reports	Nil
Location	Hobart
Position category and funding	T2020135