

# Department of Police, Fire and Emergency Management

## STATEMENT OF DUTIES



---

Title	Safe at Home Legal Practitioner
Position Number	000361, 002941, 003327, 003328, 003325, 003326, 004330, 004462, 004463
Business Unit	Southern, Northern, Western
Branch / Section	Prosecution Services
Location	South, North, West
Immediate Supervisor	Inspector / Principal Legal Officer
Award	Tasmanian State Service Award
Employment Conditions	Full-time, Part-time, Permanent, Fixed term
Classification	Level 1

---

### **Focus:**

*Safe at Home* is a pro arrest, pro prosecution response to family violence that integrates and extends the range of services available to support victims and children. Safe at Home Legal Practitioners will provide legal support to the Department in relation to family violence matters.

### **Primary Duties:**

1. To have carriage, subject to direction, of family violence matters and liaise with complainants, police officers and other stakeholders.
2. To act as Prosecutor or Junior Counsel in family violence prosecutions and related proceedings.
3. To provide legal advice and assistance to police prosecution and operational divisions in relation to family violence matters.
4. To perform such other professional work as directed from time to time.

## **Scope of Work:**

The position(s) is located within Prosecution Services state-wide. The nature of the duties of this position requires deadlines to be met in an environment of competing priorities which may result in flexible hours of work and/or, to a lesser extent, out of hours work.

## **Direction and Supervision**

In accordance with briefings given on specific assignments, work under limited supervision but otherwise acting on initiative in the day-to-day environment. Day-to-day decision-making in connection with the primary tasks.

## **Selection Criteria**

- Working knowledge of the law and procedures of the Lower Courts.
- An appropriate level of advocacy and negotiation skills.
- Sound communication skills, both written and oral with ability to relate and liaise positively with complainants, witnesses, and victims of crime.
- Computer literacy skills appropriate to the independent performance of tasks required of the position.
- Demonstrated organisational skills which enable the co-ordination and management of a variety of tasks at the same time and planning the completion of work activities within pre-determined timeframes and to specified performance standards.
- Initiative, resourcefulness, and ability to determine overall strategies, priorities, and work standards.

## **Qualifications and Experience**

Admitted, or qualified for and entitled to be admitted, to the legal profession under the provisions of the *Legal Profession Act 2007*.

## **Essential Requirements:**

## **Pre-Employment Checks**

The Head of the State Service has determined that a person nominated for appointment to this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. Any relevant serious criminal offence or repeated serious offences over any period, which are not mitigated by additional information, may provide grounds for declining an application for appointment. Such offences would include, but are not limited to:

- Arson and fire setting;
- Sexual offences;
- Dishonesty (e.g. theft, burglary, breaking and entering, fraud);
- Deception (e.g. obtaining an advantage by deception);
- Making false declarations;
- Violent crimes and crimes against the person;
- Malicious damage and destruction to property
- Trafficking of narcotic substance;
- False alarm raising.

## **Code of Conduct**

The State Service Code of Conduct, which is contained in Section 9 of the *State Service Act 2000* (the Act), reinforces, and upholds the State Service Principles (s7) by establishing standards of behaviour and conduct that apply to all employees, including the person undertaking these duties, senior officers and Heads of Agency.

## **Environment and Conditions**

The Department of Police, Fire and Emergency Management (DPFEM) is an agency created under the *State Service Act 2000*. It consists of four operational services: Tasmania Police, Tasmania Fire Service, State Emergency Service and Forensic Science Service Tasmania. The operational services are supported by a range of support functions.

DPFEM strives to provide services that are responsive, socially inclusive and focused on policing, emergency response, community preparedness and emergency management outcomes that contribute to a safe and secure community. The services are delivered by sworn Police Officers, State Service employees (including firefighters and support staff) and volunteers. DPFEM works to make our community safe through the provision of a range of different emergency services and improve our understanding and respect for our diverse community values and lifestyles.

DPFEM wants a safe workplace where employees work in a manner that reflects the organisational values. The person undertaking these duties is expected to actively participate in developing and maintaining safe work practices and to behave in a manner consistent with the organisational values.

DPFEM does not tolerate violence, especially violence against women and children.

The working environment is largely office based; however intra-state travel may be required. During emergency incidents, the person undertaking these duties may be required to provide support for the emergency incident.

Employees can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Terms and conditions of employment are in accordance with the Tasmanian State Service Award.

---

Approved

**E BAKER**  
DIRECTOR PEOPLE AND CULTURE  
BUSINESS AND EXECUTIVE SERVICES

Date: