

## Tasmania Legal Aid

### Legal Practitioner – Statement of Duties

#### Objective

The position provides legal information, advice and representation in the civil jurisdiction that includes Tribunals and Courts.

#### Duties

- Provide legal advice and information to clients regarding the law, rights and legal processes.
- Obtain expert reports and make detailed referrals to appropriate internal and external services, as required.
- Act as solicitor and counsel at Tribunals, the Magistrates Court and Supreme Court.
- Assist and advise Tasmania Legal Aid practitioners in relation to legal proceedings and support the management of relevant legal matters.
- Provide guidance to less experienced staff including legal practitioners.
- Assist more senior Legal Practitioners with research, preparation, drafting and other appropriate tasks as directed.
- Participate in 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 complex legal matters relating to the civil jurisdiction.
- 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.

- Apply initiative, discretion 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 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 in the civil jurisdiction.
- 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.
- 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 supervision in accordance with briefings given on specific assignments and receives general direction from more experienced Legal Practitioners within the Service Area team.
- Day to day decision making in connection with the primary tasks and advise and recommend to senior staff on complex matters.

## **Selection criteria**

- Detailed knowledge of and understanding of civil law, legal issues and processes as applicable in Tasmania including the relevant Courts, Tribunals and/or Registries in order to act as solicitor or counsel to represent clients.
- Demonstrated high level interpersonal, communication, consultation and negotiation skills including experience in applying the principles of plain English to effectively deal with vulnerable clients who have complex needs and liaise with legal and non-legal service providers.
- Proven problem solving, record keeping and research skills including high level attention to detail to undertake legal work in accordance with policies, processes and guidelines.

- 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.
- Experience in engaging in community outreach forums and activities and delivering legal education and information.
- 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 environment.
- A sound understanding or awareness of Tasmania Legal Aid's services, 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 and the relevant Federal courts.
- A Current Tasmanian Registration to Work with Vulnerable People (Employment).

## **Desirable requirements**

- A Legal Practitioner with more than 2 years' relevant post-admission experience.
- Current Motor Vehicle Driver's Licence.

# Position Summary

<b>Title</b>	Legal Practitioner
<b>Number</b>	357142
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	Level 2
<b>Division</b>	Justice and Reform
<b>Full Time Equivalent</b>	Full Time, Part time
<b>Output Group</b>	Tasmania Legal Aid
<b>Branch</b>	Civil Law
<b>Supervisor</b>	Program Manager
<b>Direct Reports</b>	Nil
<b>Location</b>	North, South
<b>Position category and funding</b>	T167