

Role Description

Solicitor Grade I-III (Identified)

Role Description Fields	Details
Cluster	Stronger Communities
Department/Agency	Legal Aid NSW
Division/Branch/Unit	Legal Services - Family Law Division, Domestic Violence Unit
Role number	Not Applicable
Classification/Grade/Band	Legal Officer Grade I-III
Senior executive work level standards	Not Applicable
ANZSCO Code	271311
PCAT Code	1118192
Date of Approval	13 July 2022
Agency Website	www.legalaid.nsw.gov.au

Agency overview

Legal Aid NSW is the largest legal aid agency in Australia, comprising a Central Sydney office and 28 regional offices in metropolitan and regional centres across NSW including the two satellite offices located at Walgett and Bourke and a number of specialist services and advice clinics. It was established under the Legal Aid Commission Act 1979 as an independent authority to assist economically and socially disadvantaged people to understand and protect their rights in the legal system. People with disabilities, people from culturally and linguistically diverse backgrounds, women and children, Indigenous people and people with mental illness are some of the groups who may experience difficulties when enforcing and defending their rights.

Working in partnership with private lawyers, Legal Aid NSW provides legal information, legal advice, minor assistance and legal representation to eligible people in many areas of law. Legal Aid NSW also provides alternative dispute resolution services, community legal education programs, and publications on legal issues.

Legal Aid NSW is committed to providing culturally safe workplaces, actively engaging in culturally safe practices and to delivering culturally safe services to Aboriginal people and communities. Legal Aid NSW strives to be an organisation where Aboriginal people want to work, where we value Aboriginal voices and culture.

The Domestic Violence Unit

The Domestic Violence Unit (DVU) was established in 2015 and is a specialist family and domestic violence service at Legal Aid NSW. The DVU is a state-wide interdisciplinary team of lawyers, specialist domestic violence case workers, mental health workers and financial counsellors who work together to provide trauma informed services to clients by helping them with their legal and non-legal needs. The DVU provides advice, duty services, minor assistance, limited complex case work and community legal education in a range of locations.

Primary purpose of the role

The position is responsible for providing a high quality, trauma informed advice, minor assistance, duty and casework service to socially and economically disadvantaged clients who have experienced family and domestic violence. This role conducts an effective legal practice, working within an interdisciplinary team to meet the legal and non-legal needs of clients who have experienced family and domestic violence. This role is required to comply with the Legal Aid Commission Act, policies and practice management standards and undertake all related administrative and case management activities.

Key accountabilities

- Providing a trauma informed, efficient and effective legal service to clients in accordance with legislation and directions, policy, guidelines and practice standards
- Determining applications for legal aid under delegated authority and consistent with the Legal Aid Commission Act, policy and guidelines and/or submitting applications for Legal Aid to the Grants Division
- Effectively utilise Legal Aid NSW electronic case management/tracking system and database.
- Contributing to development and ongoing review of legal aid policies and guidelines, including contributing to law reform initiatives through providing feedback as requested on issues raised and/or documents distributed.
- Organising and presenting information sessions for current and potential clients and conducting community education as required;
- Assisting with the preparation of printed promotional materials and/or information booklets and pamphlets as required;
- Keeping up-to-date on legal developments and procedures and identifying training needs and attending training to maintain professional standards and retain a practising certificate.

Key challenges

- Communicating effectively with and representing a wide range of people including people from Aboriginal and Torres Strait Islander communities, those who may be distressed, have a physical or intellectual disability, come from non-English speaking backgrounds, or have problem behaviours such as drug or alcohol addictions and people who have experienced family and domestic violence when the legal concepts involved are complex and difficult for the client to understand.
- Balancing roster, casework and other commitments with any organised travel, including to regional and remote locations.
- Adapting to new systems and technology which have a significant impact on the legal practice.

Key relationships

Internal

Who	Why
Senior Solicitor	• Reports to this position

External

Who	Why
Clients	• Provide advice, assistance and representation.

Various public sector and community agencies including the Local Court, Federal Circuit and Family Court of Australia and Women's Domestic Violence Court Advocacy Services	Liaison, information and resource sharing, service delivery.
Barristers and private practitioners	Instructions in legal matters.

Role dimensions

Decision making

Determining applications for legal aid under delegated authority and consistent with the Legal Aid Commission Act, policy and guidelines and/or submitting applications for Legal Aid to the Grants Division

Reporting line

Senior solicitor - Domestic Violence Unit.

Direct reports

NIL

Essential requirements

- Legal Qualifications
- Practising Certificate
- Aboriginality
- Ability to travel to regional and remote areas
- A Working with Children Check is required for some roles within the Family Law Division
- Some roles may require the ability for remote travel

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into focus capabilities and complementary capabilities

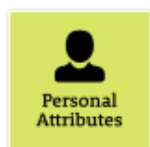
Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
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Display Resilience and Courage

Be open and honest, prepared to express your views, and willing to accept and commit to change

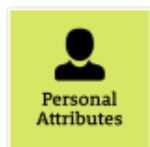
Be flexible, show initiative and respond quickly when situations change

Give frank and honest feedback and advice

Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately

Raise and work through challenging issues and seek alternatives

Remain composed and calm under pressure and in challenging situations



Manage Self

Show drive and motivation, an ability to self-reflect and a commitment to learning

Adapt existing skills to new situations

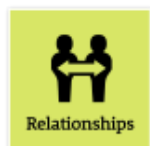
Show commitment to achieving work goals

Show awareness of own strengths and areas for growth, and develop and apply new skills

Seek feedback from colleagues and stakeholders

Stay motivated when tasks become difficult

Intermediate



Communicate Effectively

Communicate clearly, actively listen to others, and respond with understanding and respect

Tailor communication to diverse audiences

Clearly explain complex concepts and arguments to individuals and groups

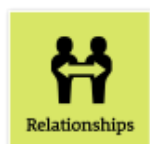
Create opportunities for others to be heard, listen attentively and encourage them to express their views

Share information across teams and units to enable informed decision making

Write fluently in plain English and in a range of styles and formats

Use contemporary communication channels to share information, engage and interact with diverse audiences

Adept



Work Collaboratively

Collaborate with others and value their contribution

Work as a supportive and cooperative team member, sharing information and acknowledging others' efforts

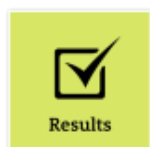
Respond to others who need clarification or guidance on the job

Step in to help others when workloads are high

Keep the team and supervisor informed of work tasks

Use appropriate approaches, including digital technologies, to share information and collaborate with others

Foundational



Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

Seek and apply specialist advice when required

Complete work tasks within set budgets, timeframes and standards

Take the initiative to progress and deliver own work and that of the team or unit

Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals

Identify any barriers to achieving results and resolve these where possible

Proactively change or adjust plans when needed

Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational

	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational

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	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	• Adapt existing skills to new situations • Show commitment to achieving work goals • Show awareness of own strengths and areas for growth, and develop and apply new skills • Seek feedback from colleagues and stakeholders • Stay motivated when tasks become difficult	Intermediate

	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept
	Work Collaboratively Collaborate with others and value their contribution	• Work as a supportive and cooperative team member, sharing information and acknowledging others' efforts • Respond to others who need clarification or guidance on the job • Step in to help others when workloads are high • Keep the team and supervisor informed of work tasks • Use appropriate approaches, including digital technologies, to share information and collaborate with others	Foundational
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	• Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed	Intermediate

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