

Role Description

Solicitor – Children’s Civil Law Service



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| Cluster | Stronger Communities |
| Agency | Legal Aid NSW |
| Division/Branch/Unit | Civil Law |
| Classification/Grade/Band | Legal Officer Grade IV |
| ANZSCO Code | 271311 |
| PCAT Code | 2118192 |
| Date of Approval | 30 April 2019- Feb 2022-reviewed Jan 2023 |
| 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 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 groups who may experience difficulties when enforcing and defending their rights.

Legal Aid NSW provides legal advice, information, minor assistance and legal representation in many areas of law. Legal Aid NSW also provides alternative dispute resolution services, community legal education programs, and publications on legal issues.

The Children’s Civil Law Service (CCLS) is a specialist team in the Civil Law Division of Legal Aid NSW. The CCLS provides holistic civil law and youth casework assistance to highly disadvantaged young people who are involved with the criminal justice system. The CCLS is a multi-disciplinary team and works in collaboration with criminal lawyers and other stakeholders to provide wrap around civil law services to vulnerable young people, including children and young people who are in, or have a history of being in, out of home care. The CCLS also provides services to young people who are participants in the Youth Koori Court (YKC), a court which uses culturally appropriate practices and principles for First Nations young people.

Primary purpose of the role

Provide high quality advice, minor assistance and casework service to disadvantaged young people in a range of areas such as consumer, mental health, human rights, employment, housing, immigration, social security, and/or coronial inquests, or other areas of civil law.

The role will work collaboratively with a range of stakeholders in a cross agency setting providing wrap around support to young people in contact with the justice system.

Key accountabilities

- Provide an efficient and effective legal service to disadvantaged young people in accordance with service delivery plans and strategic directions.
- Supervise and support staff providing services to clients of the Children’s Civil Law Service in compliance to the Legal Aid Commission Act, policies, guidelines and practice management standards.
- Develop and maintain relationships and collaboration with relevant stakeholders, including criminal lawyers, Youth Justice, Family and Community Services and the Children’s Court, particularly the YKC.
- Contribute to the planning and delivery of high-quality legal services by staff working in the Civil Law Division, including contributing to law and policy reform.
- Conduct community legal education and assist in preparing promotional materials and/or information booklets and pamphlets.
- Work collaboratively with relevant stakeholders and service delivery partners to build capacity in the provision of children’s civil law services
- Keep up-to-date on legal developments and procedures and attend training to maintain professional standards and retain a practicing certificate.

Key challenges

- Communicate with, take instructions from and effectively represent disadvantaged young people with complex needs
- Establishing relationships and working collaboratively with a range of stakeholders in cross-agency settings.

Key relationships

| Who | Why |
|---|--|
| Internal | |
| Solicitor In Charge, Children’s Civil Law Service | Reports to this position, seek support and guidance |
| Solicitors | Provide direction, guidance and mentoring |
| Youth Casework team | Work collaboratively with clients |
| Civil law division | Build capacity and provide guidance and support |
| External | |
| Clients, legal and other stakeholders | Representing individual clients, and contributions to law reform and systemic advocacy |

Role dimensions

Decision Making

The role operates with a high level of autonomy in respect in their day to day work priorities and the coordination of work and resources to meet service levels. The role provides advice and decision making to solicitors reporting to the position.

Reporting Line

Solicitor in Charge – Children's Civil Law Service

Direct Reports

Youth caseworker

Legal Officers I-III

Paralegals

Essential requirements

Qualifications to practice as an Australian legal practitioner

NSW Practising Certificate (unrestricted or capacity to obtain)

Current NSW Working with Children Check

Drivers' Licence

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.

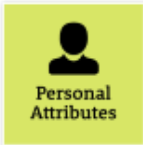
The capabilities are separated into focus capabilities and complementary capabilities

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

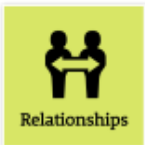
| Capability group/sets | Capability name | Behavioural indicators | Level |
|---|--|--|----------|
|  | Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning | <ul style="list-style-type: none">Act as a professional role model for colleagues, set high personal goals and take pride in their achievementActively seek, reflect and act on feedback on own performanceTranslate negative feedback into an opportunity to improveTake the initiative and act in a decisive wayDemonstrate a strong interest in new knowledge and emerging practices relevant to the organisation | Advanced |



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

- Encourage a culture that recognises the value of collaboration
- Build cooperation and overcome barriers to information sharing and communication across teams and units
- Share lessons learned across teams and units
- Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
- Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services

Adept



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


- Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes
- Make sure staff understand expected goals and acknowledge staff success in achieving these
- Identify resource needs and ensure goals are achieved within set budgets and deadlines
- Use business data to evaluate outcomes and inform continuous improvement
- Identify priorities that need to change and ensure the allocation of resources meets new business needs
- Ensure that the financial implications of changed priorities are explicit and budgeted for

Adept

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|--|--|---|--------------|
|  | <p>Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances</p> | <ul style="list-style-type: none"> • Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team and unit goals, strategies and plans • Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate outcomes and adjust future plans accordingly | Adept |
|  | <p>Project Management Understand and apply effective planning, coordination and control methods</p> | <ul style="list-style-type: none"> • Perform basic research and analysis to inform and support the achievement of project deliverables • Contribute to developing project documentation and resource estimates • Contribute to reviews of progress, outcomes and future improvements • Identify and escalate possible variances from project plans | Intermediate |
|  | <p>Manage Reform and Change Support, promote and champion change, and assist others to engage with change</p> | <ul style="list-style-type: none"> • Support teams in developing new ways of working and generating innovative ideas to approach challenges • Actively promote change processes to staff and participate in communicating change initiatives across the organisation • Provide guidance, coaching and direction to others who are managing uncertainty and change • Engage staff in change processes and provide clear guidance, coaching and support • Identify cultural barriers to change and implement strategies to address these | Adept |




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 |
|---|--------------------------------|--|-------|
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Adept |

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|---|-------------------------------------|--|--------------|
|  | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Adept |
|  | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Adept |
|  | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Adept |
|  | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Adept |
|  | 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 | Intermediate |
|  | 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 | Intermediate |
|  | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Adept |
|  | Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Adept |
|  | Manage and Develop People | Engage and motivate staff, and develop capability and potential in others | Adept |

Occupational Specific Complimentary Capabilities

| Capability group/sets | Capability name | Description | Level |
|---|--------------------------|---|---------|
|  | Statutory Interpretation | Interpret legislation, subordinate legislation and instruments in accordance with legislation and accepted legal principles | Level 2 |
|  | Legal Research | Undertake legal research | Level 2 |
|  | Legal Advice | Provide quality independent legal advice and explanation of legal issues | Level 3 |

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|--|-----------------------------------|--|---------|
|  Legal | Legal drafting | Prepare legal documents to achieve client outcomes | Level 2 |
|  Legal | Litigation and Dispute Resolution | Litigate and resolve disputes effectively in relevant forums and jurisdictions | Level 2 |
|  Legal | Advocacy | Act as an effective and ethical advocate | Level 2 |