

Role Description

Solicitor in Charge VI - Civil Law Service for Aboriginal Communities



Cluster	Stronger Communities
Agency	Legal Aid NSW
Division/Branch/Unit	Civil Law
Location	Central Sydney
Classification/Grade/Band	Legal Officer Grade VI
ANZSCO Code	271311
PCAT Code	2118192
Date of Approval	February 2025
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, from 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.

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.

Civil Law Service for Aboriginal Communities

The Civil Law Service for Aboriginal Communities (CLSAC) is a statewide team within the Civil Law Division that delivers targeted and holistic legal services by phone and outreach to disadvantaged Aboriginal clients and communities. CLSAC is an interdisciplinary team providing legal assistance, caseworker support, financial counselling and community legal education services to Aboriginal people. CLSAC works with Aboriginal communities and community workers to increase their capacity to deal with civil law problems and works in partnership with other legal and non-legal services. It also operates the Aboriginal Women leaving Custody (AWLC) program. AWLC addresses the civil law needs of Aboriginal women while they are in custody to reduce barriers to housing on the transition back into the community, as well as reducing other factors that may contribute to ongoing disadvantage.

Primary purpose of the role

Provide senior leadership and management of the Civil Law Service for Aboriginal Communities and contribute to the strategic direction of the Civil Law Division.

Key accountabilities

- Lead an innovative and targeted civil law service for Aboriginal communities and Aboriginal women in custody, that maintains culturally safe and appropriate ways of working with Aboriginal clients and communities.
- Manage a legal practice that delivers high quality, efficient and effective legal services in accordance with service delivery plans and the strategic direction of the organisation, the Civil Law Division and team.
- Manage a diverse workforce of lawyers, support staff and allied professionals to deliver a holistic service within resource and service delivery constraints.
- Ensure a positive workplace culture that promotes respect, wellbeing, diversity and inclusion.
- Develop and deliver on strategies for addressing systemic legal issues facing Aboriginal people and communities.
- Develop and maintain effective partnerships and relationships both internal and external to improve access to justice for Aboriginal clients and communities.
- Contribute to the overall leadership and direction of the Civil Law Division through the Civil Law Executive.

Key challenges

- Prioritising resources and service responses to Aboriginal clients and communities with the greatest unmet legal need.
- Developing and maintaining a large number and range of internal and external relationships and partnerships to maximise outcomes for Aboriginal people, including through managing and taking account of competing views and different priorities.

Key relationships

Who	Why
Internal	
Deputy Director, Civil Law	<ul style="list-style-type: none">• Reports to position• Receive support and guidance• Escalate issues, keep informed of key risks and projects
Civil Law Executive	<ul style="list-style-type: none">• Contribute to the strategic direction and service delivery priorities of the Civil Law Division• Provide advice and expertise on issues affecting Aboriginal clients and communities
CLSAC team	<ul style="list-style-type: none">• Provide leadership, direction, guidance and mentoring• Build the capability of staff, particularly senior solicitors• Obtain the team perspective on organisational initiatives and direction• Share information, knowledge and expertise

Who	Why
Aboriginal Services Branch	<ul style="list-style-type: none"> Consult on and contribute to initiatives on cultural competency, cultural safety and best practice approaches to working with Aboriginal clients Ensure that Aboriginal staff are supported in the workplace, and career pathways are developed in alignment with the Aboriginal Employment and Career Development Strategy
Other teams across Legal Aid NSW	<ul style="list-style-type: none"> Work in partnership to deliver services Provide guidance and direction on areas of specialist expertise
External	
Aboriginal communities	<ul style="list-style-type: none"> Work with communities to identify needs and address systemic issues
Legal and non-legal service providers	<ul style="list-style-type: none"> Work in partnership or collaboration to deliver services Keep informed of relevant projects and services
Other stakeholders including government	<ul style="list-style-type: none"> Contribute to law reform, engage in systemic advocacy, develop legal service delivery and contribute to other joint projects

Role dimensions

Decision making

The role operates with autonomy in respect of day to day priorities and the coordination of work and resources of the team to meet service delivery needs. The Solicitor in Charge provides advice, decision making and supervision to solicitors and staff reporting to the role. The role also provides advice to, and seek guidance from, the Executive Director and Deputy Director, Civil Law.

Reporting line

Deputy Director, Civil Law

Direct reports

Legal Officers V, IV, I-III, project officers, paralegals, financial counsellor and other non-legal staff

Budget/Expenditure

Nil

Essential requirements

Comprehensive understanding and knowledge of working with Aboriginal clients and communities

Legal Qualifications

Practice Certificate (unrestricted) or eligible to hold and unrestricted practicing certificate

Drivers Licence

Be able to travel to regional and remote areas






Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework


This role also utilises an [occupation specific capability set](#).

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Advanced
	Act with Integrity	Adept
	Manage Self	Advanced
	Value Diversity	Advanced
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Advanced
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Adept
 People Management	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Adept

Legal Professionals Capability Set

Capability Group	Capability Name	Level
	Statutory Interpretation	Level 2
	Legal Research	not applicable
	Legal Advice	Level 3
	Legal Drafting	Level 2
	Litigation and Dispute Resolution	Level 2
	Prosecution	not applicable
	Advocacy	Level 3
	Legislative Development and Drafting	not applicable

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Advanced	<ul style="list-style-type: none"> Stay calm and act constructively in highly pressured and unpredictable environments Give frank, honest advice in the face of strong, contrary views Accept criticism of own ideas and respond in a thoughtful and considered way Welcome new challenges and persist in raising and working through novel and difficult issues Develop effective strategies and show decisiveness in dealing with emotionally charged situations, difficult and controversial issues
Personal Attributes Value Diversity	Advanced	<ul style="list-style-type: none"> Encourage and include diverse perspectives in the development of policies and strategies Leverage diverse views and perspectives to develop new approaches to delivery of outcomes Build and monitor a workplace culture that values fair and inclusive practices and diversity principles Implement methods and systems to ensure that individuals can participate to their fullest ability Recognise the value of individual differences to support broader organisational strategies
Relationships Influence and Negotiate	Advanced	<ul style="list-style-type: none"> Influence others with a fair and considered approach and present persuasive counter-arguments Work towards mutually beneficial win/win outcomes

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Show sensitivity and understanding in resolving acute and complex conflicts • Identify key stakeholders and gain their support in advance • Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise • Pre-empt and minimise conflict within the organisation and with external stakeholders
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team/unit goals, strategies and plans • Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate achievements and adjust future plans accordingly
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects
People Management Manage and Develop People	Advanced	<ul style="list-style-type: none"> • Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Provide timely, constructive and objective feedback to staff • Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives
People Management Manage Reform and Change	Adept	<ul style="list-style-type: none"> • Actively promote change processes to staff and participate in the communication of change initiatives across the organisation

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• Provide guidance, coaching and direction to others 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
