



# ALS

Aboriginal Legal Service (NSW/ACT) Limited

## **EMPLOYMENT APPLICATION PACKAGE**

**Temporary Solicitor  
(Criminal Law)  
Grade 1  
Dubbo**

## **INSTRUCTIONS TO APPLICANTS**

The application process for this position is to provide the following:

1. Cover letter;
2. CV or resume;
3. ALS Application form;
4. Statement addressing each of the relevant selection criteria;
5. Details (including phone/email) of referees;
6. Copy of
  - a. Practicing Certificate.
  - b. Working With Children Check
  - c. Drivers License

E-mail the application by the closing date midnight 26 April 2017.

Applicants to Western Regional Administration Co-ordinator Christy Cromelin at [christy.cromelin@alsnswact.org.au](mailto:christy.cromelin@alsnswact.org.au)

## **PURPOSE OF POSITION**

Provide high quality legal advice and representation to clients, primarily in criminal matters, in accordance with the Aboriginal Legal Service (NSW/ACT) Limited's policies, procedures and guidelines.

To contribute to the implementation of the Aboriginal Legal Service's strategic plan to deliver high quality legal services to Aboriginal clients and assist them to resolve their legal problems.

## **REPORTING RELATIONSHIPS**

**Supervisor:** Western Regional Principal Legal Officer (PLO)

**Others Reporting to Supervisor:** All Western Region Solicitors

**Reporting to Junior Position:** Nil

**Overall Manager:** Western Regional Manager

## **ORGANISATIONAL CONTEXT**

The ALS commenced operations on 1 July 2006. The ALS provides legal services to Aboriginal clients across NSW/ACT. It was established as a Public Benevolent Institution and operates to assist economically and socially disadvantaged Aboriginal people to understand and protect their rights in the legal system.

The ALS Board, which consists of the Chairperson and 13 voting Directors includes the Chair and CEO plus 2 Honorary Directors, establishes the broad policies and strategic plan of the ALS. The ALS is the largest agency delivering legal services to Aboriginal clients in Australia, comprising a head office in Sydney (Redfern) and 23 offices in metropolitan, regional and remote centres across NSW/ACT.

The key programs and services provided by the ALS include:

- Legal advice and referral for clients;
- Duty lawyer service in specified court locations;
- Criminal law advice and litigation;
- Care and protection law advice and litigation;
- Family law advice and litigation;
- Work and development orders;
- Policy
- Community Legal Education(CLE) and outreach;

## **NATURE AND SCOPE OF SOLICITOR POSITIONS**

### **KEY CHALLENGES OR CONSTRAINTS**

- Being able to communicate with, take instructions from and effectively represent Aboriginal clients who may present as distressed, have a physical or intellectual disability, or have problem behaviours such as drug or alcohol addictions, when the legal concepts involved are complex and difficult for the client to understand.
- Maintaining and enhancing professional competence, keeping abreast of legal developments, changes in ALS policies, systems, guidelines, practices and community needs.
- Adapting to new systems and technology which have a significant impact on the legal practice.
- Effectively balancing the requirements of managing a busy caseload.

### **DECISION MAKING**

The position is guided in its decision-making by legislation such as Legal Profession Act 2004; by the ALS policies and guidelines and ALS practice standard benchmarks. The position holder makes independent decisions relating to the day-to-day conduct of his or her legal practice within this context.

The position seeks the advice and support of the PLO on a regular basis and consults with the PLO before determining applications for merit in complex matters.

## **COMMUNICATION**

### **Internal**

The key relationship is with the PLO. The position holder also interacts closely with Western Region Legal Colleagues, Field Officers and Assistants/Administrators.

### **External**

Externally, the position holder has regular contact with clients and potential clients requiring legal assistance, taking instructions, where appropriate and providing oral and written advice.

The position holder is in contact with private legal practitioners, judges, magistrates, court staff, medical professionals, and offices of Community Services and Government Departments in relation to the provision of representation and advice to clients.

## **KEY ACCOUNTABILITIES**

- Perform appearance work in the following courts as directed:
  - a. Local Court
  - b. Children's Courts
  - c. District Court (as discussed with your supervisor)
  - d. Circuit travel
- Appearance work includes:
  - a. List work
  - b. Sentence matters
  - c. Bail Applications
  - d. Defended Hearings
- Other work consistent with experience as reasonably directed by your supervisor;
- Prepare and research representation of Aboriginal clients in criminal matters;
- Demonstrate continuing respect and support for Aboriginal cultural practices in dealing with clients, their families, communities, directors and staff; as an employee of the ALS, continue to learn about the customs and history of local Aboriginal people;
- Prepare briefs for counsel and attend to instructing counsel as directed;
- Maintain all files in a tidy and professional manner, including the recording of all data on the file cover required for statistical purposes;

- Display good time management skills and attend to updating any diary as required in the relevant offices within your Region; co-ordinate diary and court schedules in order to maintain an efficient and effective legal practice;
- As directed by the PLO act as a mentor to more junior solicitors regarding law and procedure and the operations of the ALS;
- As directed by your supervisor, assist in arranging and monitoring continuing legal education for the more junior solicitors in your Region;
- Develop and maintain computer literacy skills so as to generate and answer emails and short letters;
- Work as a team member with all other legal, field and administrative staff to achieve effective co-ordination in your office and Region service. This will involve good negotiation and communication skills and, at times, will require you to assist, guide and support field and administrative staff;
- Maintain an up-to-date knowledge of relevant criminal law legislation, case law and court procedures;
- Assist with the development of submissions on law reform and represent the ALS at meetings, conference and seminars as directed by your supervisor;
- As directed by your supervisor, oversee the allocation of work and management of workloads including briefing and assignment of work to external legal representatives and the implementation of policies and procedures for those functions within your Region.
- Implement all policies as directed by your immediate supervisor, senior management and the Board of Directors including any dealing with the use and condition of computer technology and programs and participate in your Region in their implementation.
- Keeping up-to-date on legal developments and procedures and identifying training needs and attending training to maintain professional standards and retain a practicing certificate;
- Perform the required duties in accordance with the requirements of the following legislation and/or ALS policies

Work Health & Safety (WHS)  
Equal Employment Opportunity (EEO)

## **SELECTION CRITERIA**

### **Essential**

- Legal qualifications and a NSW Practising Certificate (or be able to obtain one immediately);
- Up-to-date knowledge of the Criminal Law, including practice and procedure;
- Proven capacity to identify and understand legal issues facing socially and economically disadvantaged Aboriginal/Torres Strait Islanders peoples;
- Capacity and motivation to provide quality legal representation to Aboriginal people in rural and remote communities;
- Excellent written and verbal communication skills;
- Demonstrated ability to maintain files in a tidy and professional manner;
- Excellent time management skills;
- Computer literacy and capacity to generate legal correspondence; and
- Willingness to drive or fly lengthy distances within the Western Region and stay overnight or longer to undertake court work or training.

### **Desirable for position**

- A minimum of 6 months experience in Criminal Law;
- Experience conducting Local and Children's Court defended hearings

### **Job Notes:**

The successful applicant will need to have a willingness to drive in rural Western Region locations as well as a willingness to travel by plane and stay overnight or longer to undertake work or training, as required by management

The position offered is subject to the Employee agreeing to undergo:

- Criminal History Check
- Working with Children Check.
- Approved access to Correctional Centres, Court and Police cells.