

APPLICATION PACKAGE

DEPUTY PRINCIPAL LEGAL OFFICER (DPLO) CRIMINAL LAW

TEMPORARY 9 MONTHS (may be extended)

FULL TIME

REDFERN

INSTRUCTIONS TO APPLICANTS

The application process for this position is as follows:

1. Provide a cover letter.
2. Provide a CV.
3. Completed application form (see below)
4. Provide a statement addressing each of the relevant selection criteria (see below)
5. Provide a copy of your Law Society of NSW Practising Certificate.
6. Provide details (including email) from three referees.
7. E-mail the application by the closing date. Applicants should ensure mailed applications will be received by midnight Wednesday 17 th May 2017 to the contact officer (Sheri Misaghi CSE Regional Administration Co-ordinator – sheri.misaghi@alsnswact.org.au or phone 8303 6600)
8. Interviews will be held in Redfern.

PURPOSE OF POSITION

In conjunction with the Central South Eastern Principal Legal Officer (PLO) & Central South Eastern (CSE) Regional Manager (RM) operationally manage the Central South Eastern Region Criminal Legal Practice in the following areas:

Moruya
Nowra
Parramatta
Redfern
Wollongong

In conjunction with the Central South Eastern Principal Legal Officer (PLO) and the Northern Regional Manager operationally manage the Northern Region Criminal Legal Practice in the following areas:

Grafton
Kempsey
Lismore
Newcastle
Taree

To 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: Central South Eastern (CSE) Principal Legal Officer (PLO)

Overall: Central South Eastern (CSE) Regional Manager (RM)

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 Region Legal Colleagues, Field Officers and 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

1. Demonstrate continuing respect and support for Aboriginal cultural practices in dealing with clients, their families, communities, directors and staff; continue to learn about the customs and history of local Aboriginal people;
2. Prepare and research representation of Aboriginal clients in criminal matters;
3. Represent Aboriginal clients before the criminal justice system in the Local, Children's, District and Supreme Courts, and other courts or tribunals as directed by your supervisor;
4. Prepare briefs for counsel and attend to instructing counsel;
5. Maintain an up-to-date knowledge of relevant criminal law legislation, case law and court procedures;
6. Responsible for delegation of updating any diary as required in offices within your Region , co-ordinate diary and court schedules in order to maintain an efficient and effective legal practice;
7. Supervise the solicitors in your Region in their legal work and act as a mentor to them regarding law and procedure and the operations of the A.L.S.; as directed by your Supervisor, conduct periodic file audits and deliver feedback to solicitors based on those audits;
8. As directed by your Supervisor, arrange and monitor continuing legal education for the solicitors in your Region;
9. Develop and maintain computer literacy skills so as to self-generate and answer emails and short letters;
10. Maintain all files in a tidy and professional manner, including the recording of all data on the file cover required for statistical purposes;
11. Work as a team member with all other legal, field and administrative staff to achieve effective co-ordination in your Region and the state-wide service. This will involve good negotiation and communication skills and, at times, will require you to assist, guide and support field and administrative staff;
12. Assist with the development of submissions on law reform and represent the A.L.S. at meetings, conferences and seminars as directed by your supervisor;
13. Oversee the allocation of work and management of workloads including the briefing and assignment of work to external legal representatives and the implementation of policies and procedures for those functions within your Region ;
14. Review and, where appropriate, authorise payment of invoices received from external lawyers for legal services provided in your Region ;
15. Implement all policies as directed by senior management and the Board of Directors including any dealing with the use and conditions of computer technology and programs and supervise the solicitors in your Region in their implementation;
16. Actively participate in the regular senior lawyer meetings and combined Region Manager and Region Principal Solicitor an senior Management Team meetings and carry out tasks allocated at such meetings or by your Supervisor;
17. As directed by the PLO act as a mentor to more junior solicitors regarding law and procedure and the operations of the ALS;

18. 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;
19. Perform the required duties in accordance with the requirements of the following legislation and/or ALS policies
 - i. Equal Employment Opportunity (EEO)
 - ii. Work Health & Safety (WH&S)
20. Other reasonable duties as directed by your Supervisor and Immediate Supervisor.

Court responsibilities (where applicable):

- Local Court
- Circuit travel
- Children's Courts
- Coroner's Court
- District Court
- Crime Commission (if required)

Including high quality appearances, undertaking:

- List work
- Short matters
- Defended Hearings
- Committal Proceedings
- District Court Appeals and Sentences
- District Court Trials (instructing counsel and appearing as an advocate in consultation with supervisors)
- Coronial Inquests
- CCA – preparation of briefs and instructing Counsel

APPLICATION FOR EMPLOYMENT
AND SELECTION CRITERIA

Name:

Contact number:

Email address:

Date of admission:

Number of years experience in Criminal Law:

Have you appeared as the solicitor / advocate in the following?

- | | |
|----------------------------|--------|
| • Bail applications | YES/NO |
| • Sentence proceedings | YES/NO |
| • Defended Hearings | YES/NO |
| • District Court Appeals | YES/NO |
| • District Court Sentences | YES/NO |
| • Jury Trials | YES/NO |

Health (*not compulsory to respond*)

Do you have any medical conditions or disabilities which the ALS should be aware of? This question is asked to enable consideration to be given to the provision of confidential assistance to you, if you request such assistance. This would be to your benefit in the event of an emergency.

SELECTION CRITERIA

Essential

1. Legal qualifications and a current NSW Practising Certificate
2. A minimum of six years' experience in Criminal Law
3. Extensive and detailed knowledge of the Criminal Law in NSW, including up-to-date knowledge of recent superior court decisions affecting legal and procedural issues
4. Demonstrated experience in conducting:
 - a. District Court appeals (conviction and severity)
 - b. District Court sentencing matters
 - c. Serious indictable committal proceedings before the Local Court
 - d. Defended hearings in the Local Court and Children's Court
5. Proven capacity to identify and understand legal issues facing socially and economically disadvantaged Aboriginal/Torres Strait Islanders peoples
6. Capacity and motivation to provide quality legal representation to Aboriginal people in rural and remote communities
7. Management experience in relation to Human Resources matters such as recruitment, selection, orientation, learning & development, performance management and employee grievances

8. Ability to mentor more junior lawyers and to advise them in relation to points of law, procedure and ethics
9. Demonstrated excellence in consultation, interpersonal, motivational, negotiation and conflict resolution skills
10. Superior skills in both written and verbal communication
11. Demonstrated ability to maintain files in a tidy and professional manner, recording all necessary data and willingness to encourage and assist more junior lawyers to do the same
12. Computer literacy and capacity to generate legal correspondence
13. Willingness to regularly drive or fly lengthy distances within the Region and stay overnight or longer to undertake court work or training

Desirable for Position

- 14 .Ten years experience in Criminal Law

DECLARATIONS

I hereby certify that the information I have provided on this form and in the attached documents is true and correct in every respect.

I hereby certify that if I am successful in obtaining a placement at ALS, I will comply with all lawful and reasonable directions from my manager.

I hereby certify that by signing this application form that I authorise the ALS to contact either by letter, telephone or any other means, any person/organisation that the ALS considers necessary to confirm any of the information I have provided in this application form. I also acknowledge that, if necessary, the ALS may need to obtain other information about me, for example conducting a Criminal Reference Check / Working with Children Check.

I understand that any misrepresentation by me will lead to the withdrawal of any offer of employment or my employment being terminated.

Signed _____

Date _____

BENEFITS

Employments status	Temporary full time 9 months maternity leave replacement
Salary guide	To \$101,449 per annum depending on experience
Grossed up guide	Approx \$111,644
Salary grossed up due to Public Benevolent Institute status	Tax concession of \$15,049 per FBT year Those with HECS/Help debts are encouraged to seek tax advice before entering into these arrangements.
10% Superannuation	.5% above the current ATO requirement
6 days Special leave	Leave for culturally specific occasions, moving/relocating, family reasons and bereavement is allowed up to 6 days per year (total) for all Employees, plus an additional day for all Aboriginal staff on NAIDOC Day to acknowledge the Aboriginal community based nature of our organisation.
Christmas Closure	A number of days during court closure plus public holidays. Paid without leave loading.
4 weeks annual leave	Paid with 17.5 % leave loading
Personal /careers leave	10 days per year Previously known as sick leave
Study Leave	2 hours per week (if requirements are met)
Parental leave	Between 2 & 6 weeks depending on length of service
Mobile phone (smart phone)	With limited personal use
Travel allowance	\$900 pa