



ALS

Aboriginal Legal Service (NSW/ACT) Limited

**MANAGING SOLICITOR
DUBBO
WESTERN REGION
PERMANENT
FULL TIME**

Thank you for your expression of interest in relation to the vacant solicitor position available with the Aboriginal Legal Service (NSW/ACT) Limited.

Please forward you completed application to:

Ms Christy Cromelin
Aboriginal Legal Service (NSW/ACT) Limited
Fax: 02 6882 6966
Email: Christy.cromelin@alsnswact.org.au
PO Box 446, Dubbo NSW 2830

Applications are to include:

1. Curriculum Vitae
2. Copy Practising Certificate
3. Copy of drivers licence
4. Address all selection criteria
5. Application form for Employment.

Closing 5 pm Friday 14 th July 2017.

If you would like more information about the ALS, please visit our website at www.alsnswact.org.au.

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;
- Custody Notification Scheme;
- Work and development orders information and referrals;
- Civil Law information and referrals;
- Policy reform initiatives;
- Community Legal Education and Outreach;
- Community Justice Program (Australian Capital Territory);
 - Prisoner Through Care
 - Interview Friends
 - Galambany Circle Sentencing Support.
- Royal Commission Into Institutional Responses to Child Sexual Abuse information & referrals;
- Cooperative Service Delivery;
- Auspicing of Justice Reinvest NSW
- Aboriginal Tenancy Service.

WESTERN REGION OFFICES

Bathurst, Bourke, Broken Hill, Dubbo, Griffith, Wagga Wagga and Walgett

APPLICATION FOR EMPLOYMENT AS A SOLICITOR

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 (please circle)?

- 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

POSITION TITLE: MANAGING SOLICITOR

RESPONSIBLE TO : REGIONAL PRINCIPAL SOLICITOR (RPS)

POSITION DETAILS

- Assist the Region Principal Solicitor with the delivery of legal services within the Dubbo Office of the ALS.
- At the direction of the Region Principal Solicitor, assist with the management of professional and administrative staff with the Dubbo Office.
- Where appropriate implement the Aboriginal Legal Service strategic plan and adapt office practices to conform to any such strategic plan.
- 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.
- Organisation and convening of regular staff meeting and CLE seminars with the Dubbo Office and Region.
- Develop and implement policy and strategies to improve the provision of legal services to clients of the ALS within the Western Region.
- Develop relationships with key stakeholders to meet responsibilities within the Western Region.
- At the direction of the Region Principal Solicitor conduct recruitment of legal staff and volunteers and manage their induction, training, supervision and professional development within the Western Region.

- Manage career development opportunities for staff to improve staff retention and conduct regular evaluation of staff performance.
- At the direction of the Region Principal Solicitor create and implement policies regarding the management of files and conduct regular file reviews.
- Conduct complicated legal matters; including committals, District and Supreme Court appearances, and manage the CCA practice.
- Provide duty lawyer services in Local Courts, District Courts, Supreme Court bails, the Parole Authority and Children's courts.
- Develop community education programs and liaise with community members to create opportunities to increase profile of ALS within the Region.
- Other duties as set out in the duty statement for the Senior Criminal Law Solicitor.
- Other duties as directed by the Region Principal Solicitor

Essential

- 1) Proven ability to manage the day to day activities of the Dubbo office, including the supervision of staff, the allocation of work, and management of workloads and regular reviews of performance.
- 2) Ability to balance your primary role as a Manager with the workload of conducting a practice as a Senior Criminal Solicitor.
- 3) Demonstrated excellence in consultation, interpersonal, motivational, negotiation and conflict resolution skills.
- 4) Possession of a current Practising Certificate issued by the Law Society of NSW;
- 5) Accreditation as a Specialist in Criminal Law or a willingness to attain such accreditation;
- 6) Extensive and detailed knowledge of the Criminal Law, including up-to-date knowledge of recent superior court decisions affecting legal and procedural issues;
- 7) Demonstrated experience in conducting:
 - a. District Court appeals (all-grounds and severity)
 - b. District Court sentencing matters
 - c. Serious indictable committal proceedings before the Local Court; and
 - d. Defended hearings in the Local Court and Children's Court;
- 8) Demonstrated capacity to prepare comprehensive briefs for counsel and to instruct and liaise with counsel as required;
- 9) Superior skills in both written and verbal communication;
- 10) Thorough understanding of the role of Aboriginal Field Officers and willingness to work with them to better comprehend the needs of Aboriginal clients;
- 11) Ability to mentor more junior lawyers and to advise them in relation to points of law and procedure;
- 12) 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;

- 13) Ability to co-ordinate diary and court schedules in order to maintain an effective and efficient legal practice;
- 14) Ability to liaise with non-legal staff to contribute to the efficient running of an office;
- 15) Willingness to take on a more senior position such as Region Principal Solicitor from time to time as well as a preparedness to travel within the Region to assist more junior lawyers or to attend to serious or complex matters unsuitable for the level of competency of the local lawyers;
- 16) Willingness to implement policies as promulgated by the Board and/or management (including Equal Opportunity and Sexual Harassment Policies) and to supervise more junior lawyers in such implementation;
- 17) Willingness to make a contribution to law reform by writing articles and giving papers from time to time;
- 18) Computer literacy, such that e-mails and short letters may be self-generated and answered.

Desirable

- 1) A minimum of six (6) years experience in criminal law.

Job Notes:

The successful applicant will need to have a willingness to drive in metropolitan and country locations as well as a willingness to travel by plane and stay overnight or longer to undertake outreach work or training, as required.

The position offered to the Employee is subject to the Employee agreeing he/she may be required to undergo:

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

BENEFITS

Employments status	Permanent Full time (35 hours per week)
Salary grossed up due to Public Benevolent Institute status	Tax concession of \$ 15,900 per FBT year in addition to \$6,000 tax free threshold
10% Superannuation	0.5% 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 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 a sick leave
Rostered Days Off	1 per month (if time accrued & requirements are met)
Study Leave	2 hours per week (if requirements are met)
Parental leave	Between 2 & 6 weeks depending on length of service
Remote area allowance	Staff in remote offices attract a remote area allowance exc Dubbo
Mobile phone	With limited personal use