



ALS

Aboriginal Legal Service (NSW/ACT) Limited

Deputy Principal Solicitor, Criminal Law Practice – Regional

DUBBO

We strongly encourage Aboriginal and Torres Strait Islander Solicitors to apply

INSTRUCTIONS TO APPLICANTS

The application process for this position is as follows:

Provide the following in **one attachment**:

- a. Cover letter
- b. CV
- c. Completed ALS application
- d. A statement addressing each of the relevant selection criteria.
- e. Details (including email) from three referees
- f. Copy of NSW Practising Certificate
- g. Copy of Working With Children Check (if available)

E-mail the application by **5pm Thursday 5 October 2017** to the contact officer Christy Cromelin, Regional Administration
Co-ordinator– Western Region Dubbo

christy.cromelin@alsnswact.org.au

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POSITION DESCRIPTION

POSITION TITLE: Deputy Principal Solicitor, Criminal Law Practice – Regional

REPORTING TO: Principal Solicitor, Criminal Law Practice – NSW/ACT

BASED: Dubbo

RESPONSIBLE FOR OFFICES:
Armidale
Bathurst
Bourke
Broken Hill
Dubbo
Griffith
Moree
Tamworth
Wagga Wagga
Walgett

PRIMARY OBJECTIVE

The primary responsibility of the Deputy Principal Solicitor, Criminal Law Practice (Regional) is the operational management of staff and resources within the relevant area. Regional areas are made up of designated staffing cluster location groups comprising various disciplines.

The position holder is also responsible for the provision of high quality legal advice, information and representation to Aboriginal clients in criminal matters, in accordance with the ALS policies, procedures and guidelines.

The position holder also monitors and evaluates these matters and their potential impact on the organisation with particular emphasis on the organisation's activities, policies and practices to ensure they comply with all relevant laws and regulations.

The position holder assists in the development and review of company policies, procedures and guidelines and provides strategic criminal law advice to the Principal Solicitor and Principal Legal Officer about the operations and delivery of service within the Criminal Law Practice.

REPORTING RELATIONSHIPS

The position reports directly to the Principal Solicitor, Criminal Law Practice and indirectly to the Principal Legal Officer. The position also is a member of the ALS Senior Management Team (SMT) responsible for advising and contributing to making sound strategic business decisions.

The positions directing reporting to it are the various Managing Solicitors responsible for staffing cluster locations groups and Regional Administration Co-ordinator(s).

ORGANISATIONAL ENVIRONMENT

The Aboriginal Legal Service (NSW/ACT) Limited (ALS) is an Aboriginal non-government public company and registered charity. It is primarily funded by the Australian Government Attorney-General's department and managed by an Aboriginal Board and governed by the ALS Company. The Company consists of thirty Aboriginal people from NSW and ACT and Company members are elected for three-year terms and represent their community.

The ALS is one of the largest Aboriginal legal practices delivering legal services to Aboriginal people in Australia. With over 200 staff, we provide information and referral, legal advice and court representation in criminal law, family law and care and protection law to Aboriginal men, women and children in 24 offices across urban, regional and remote NSW and ACT.

The ALS aims to provide culturally appropriate information and referral, legal advice and court representation to Aboriginal and Torres Strait Islander men, women and children in NSW and ACT. We assist in criminal law, children's care and protection law, and family law and we provide information and referral for civil law matters. We also assist with community legal education, custody notification and prisoner through-care in the ACT and tenancy advocacy

The ALS is committed to achieving justice for Aboriginal people and the Aboriginal community. This is achieved by: ensuring the ALS remains committed to being community focussed; being fearless in our advocacy; accountable and ethical and aiming to make a difference to create better futures; while also acknowledging and respecting Aboriginal traditional values and cultural practices.

KEY COMMUNICATIONS

This is a key management position with the ALS and high level plain English written and oral communication and strategic skills are essential to meeting the requirements of the role, as well as a hands-on practical and flexible approach to problem solving.

Internal: The position holder will liaise closely with the other Assistant Principal Solicitor, Principal Solicitor Principal, Legal Officer and Chief Executive Officer, other Senior Management, fellow legal practitioners and staff members on a day to day basis. Providing advice to all areas of the ALS on a comprehensive range of legal related matters is a critical component of the position.

External: Externally the position holder will be required to establish and maintain relationships with State and Commonwealth agencies, Consultative Committees, Court and Professional bodies and a diverse range of third party stakeholders.

CHALLENGES

Major challenges faced by the position are:

- Meeting the demand to deliver professional and culturally appropriate criminal law and legal services, advice and support from a variety of ALS sources;
- Prioritising service provision commensurate with available resources and within time constraints;
- Managing a diverse workforce across the NSW region and effectively balancing workloads and caseloads;
- Maintaining an up to date knowledge and response to a diverse range of emerging criminal and legal and professional law related issues.
- 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.

DECISION MAKING

The position is guided in its decision-making by relevant legislation and by the ALS policies, practices and guidelines. The position holder makes independent decisions relating to their day-to-day conduct of the legal practice within this context.

The position seeks the advice and support of the other Assistant Principal Solicitor, Principal Solicitor on a regular basis and consults with the Principal Legal Officer before determining applications for merit in complex matters.

The position holder exercises a range of administrative and financial delegations.

MAJOR ACCOUNTABILITIES

- Provide high quality criminal law practice and legal advice to the Principal Solicitor and Principal Legal Officer;
- Assist the Principal Solicitor Criminal Law Practice and Principal Legal Officer in determining legal options and recommendations for the ALS
- Assist in the development and review of ALS related Criminal Law policies, procedures and guidelines;
- Manage staff and resources and the provision of criminal law practice services within the relevant area of responsibility;
- Oversee the representation of Aboriginal clients before the criminal justice system in the Local, Children's, District and Supreme Courts, and other courts or tribunals;
- Oversee the allocation of work and management of workloads, including the briefing and assignment of work to external legal representatives, reviewing of diary and court schedules in order to maintain an efficient and effective criminal law practice;
- Maintain an up-to-date knowledge of relevant criminal law legislation, case law and court procedures;
- Research, prepare and provide representation for Aboriginal clients in criminal matters and prepare briefs for counsel and attend to instructing counsel;
- Ensure the lawful achievement of ALS core business objectives to the highest standards of probity and efficiency, and with due reference to the interests of all stakeholders;
- Provide considered, independent, balanced and professional criminal law advice;
- Participate in the development and analysis of legal reform and policy/submission development;
- Work together with Senior Management and other Senior Legal practitioners in the provision of business's overall legal services delivery;
- In conjunction with the Principal Solicitor and Principal Legal Officer, represent the ALS before Federal, State and Local jurisdictions/agencies, forums, conferences, seminars and committees;
- Interact with third party stakeholders and/or their legal representatives and take a lead role in representing and presenting the ALS position;
- Ensure all policies and practices are ethical and comply with the ALS's policies and workplace health and safety legislation and promote the establishment of equal employment and access in accordance with agreed statutory policy;

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential Criteria

- Knowledge and appreciation of the cultural and social needs of Aboriginal people combined with continuing respect and support for Aboriginal cultural practices in dealing with clients, their families, communities and staff.
- Admitted as a legal practitioner of the Supreme Court of New South Wales with an unrestricted practising certificate combined with up to 5 years of demonstrated experience in the application of criminal and representation law.
- Demonstrated knowledge and experience in legal representation for Aboriginal clients in criminal matters and capacity to brief and instruct Counsel.
- Demonstrated management and supervision skills within a legal practice service and delivery environment.

- High-level knowledge and understanding of relevant criminal law legislation, case law and court proceedings to effectively represent and advocate for Aboriginal clients;
- Proven interpersonal, influencing, communication, negotiation and people management skills and excellent oral and written communication skills.
- Ability to meet deadlines, work without supervision and manage a diverse workload, together with high level conceptual, analytical and research skills.
- Demonstrated commitment to the effective implementation of Workplace Health & Safety and Ethical and Diversity practices in the workplace

Desirable Criteria

- Current valid unrestricted NSW Driver's licence and a willingness to drive in metropolitan and country locations, travel intrastate and stay overnight or longer.