

Role Description

Solicitor Advocate

Cluster	Justice
Agency	Legal Aid NSW
Division/Branch/Unit	Crime
Location	Various
Classification/Grade/Band	Legal Officer Grade VI
Kind of Employment	Ongoing
Role Number	4141
ANZSCO Code	271311
PCAT Code	1118192
Date of Approval	13 February 2015
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 22 regional offices in metropolitan and regional centres across NSW 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, people from culturally and linguistically diverse backgrounds, women and children, Indigenous people and people with mental illness are some groups who may experience difficulties when enforcing and defending their rights.

Working in partnership with private lawyers, Legal Aid NSW provides legal advice, information and minor assistance and legal representation to eligible people in many areas of law. Legal Aid NSW also provides alternative dispute resolution services, community legal education programs, and publications on legal issues.

Primary purpose of the role

Provide legal advocacy in District Trials, Sentences and other Criminal Matters on behalf of Legal Aid NSW.

Key accountabilities

- Contribute to the planning, administration and management of advocacy services within Legal Aid NSW
- Personally prepare and conduct District Court trials of lesser duration and complexity than Senior Advocates
- Personally prepare and conduct complex committal hearings in the Local Court
- Undertaking the preparation and conduct of other complex criminal matters
- Mentor staff within the Criminal Law Division

Key challenges

- The position holder must balance the needs of clients, the requirements of Legal Aid NSW policies, the Law and Professional ethical standards
- The position holder must have strong problem solving skills
- The position holder must keep abreast of the law, changes in Legal Aid NSW policies, systems, guidelines and practices, and government initiatives that may impact on the activities of the position
- The position holder must balance heavy workloads and commitments, and must meet strict time standards.

Key relationships

Who	Why
Internal	
Crime Executive	<ul style="list-style-type: none">• Resourcing
SIC / Section Heads	<ul style="list-style-type: none">• Flow of work
Staff	<ul style="list-style-type: none">• Mentoring
Advocates' Clerk (City office only)	<ul style="list-style-type: none">• Practice Management
External	
Clients	<ul style="list-style-type: none">• Advice and representation
Prosecuting Authorities	<ul style="list-style-type: none">• Liaising / negotiating
Courts	<ul style="list-style-type: none">• Administration
Judiciary	<ul style="list-style-type: none">• Determination

Role dimensions

Decision making

Category 4 of the Legal Aid NSW Delegations Manual

Reporting line

Director, Criminal Law

Direct reports

N/A

Budget/Expenditure

N/A

Essential requirements

Admitted or eligible to be admitted as a Solicitor of the Supreme Court of NSW.


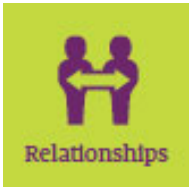


Highly developed advocacy skills and experience and capacity to personally conduct trials and other complex criminal proceedings as required.

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

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
	Display Resilience and Courage	Advanced
	Act with Integrity	Advanced
	Manage Self	Advanced
	Value Diversity	Advanced
	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept
	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Adept

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 Act with Integrity	Advanced	<ul style="list-style-type: none"> • Model the highest standards of ethical behaviour and reinforce them in others • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Ensure that others have a working understanding of the legislation and policy framework within which they operate • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act on reported breaches of rules, policies and guidelines
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> • Act as a professional role model for colleagues, set high personal goals and take pride in their achievement • Actively seek, reflect and act on feedback on own performance • Translate negative feedback into an opportunity to improve • Maintain a high level of personal motivation • Take the initiative and act in a decisive way
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> • Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes <hr/> <ul style="list-style-type: none"> • Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements • Implement systems and processes that underpin high quality research and analysis
Business Enablers Technology	Adept	<ul style="list-style-type: none"> • Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Identify opportunities to use a broad range of communications technologies to deliver effective messages • Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business • Support compliance with the records, information and knowledge management requirements of the organisation