

Position Description



Position: Lawyer – Legal Education
Classification Code: LSC1
Division: Legal Information and Advice
ANZSCO: 271311

POSITION DESCRIPTION

Summary of Role:

The Lawyer – Legal Education is responsible for the development, implementation, delivery, and evaluation of community legal education and training programs, as well as participating in community engagement activities and events to increase public awareness and understanding of State and Commonwealth laws and the services provided by Legal Services.

With a strong focus on improving access to justice for priority client groups and their support networks, the role involves working collaboratively and proactively to build relationships with diverse communities, developing accessible and culturally appropriate legal education programs, and, where required, providing legal information and advice to the public.

The Lawyer – Legal Education ensures that Legal Services' community legal education programs remain responsive to the evolving legal needs of the community and aligned with strategic outcomes.

Reports to: Senior Lawyer and Team Leader (Programs), Legal Information and Advice

Special Conditions:

The employee:

- may be required to undertake some out of hours work.
- may be required to undertake some intra/interstate travel.
- may be required to work at any Legal Services office as required.
- will undergo periodic National Police Clearances and DHS Working with Children Checks.
- is required to comply with the standards outlined in the Code of Ethics for the South Australian Public Sector, relevant legislation, and Legal Services policies and procedures.
- is required to maintain strict confidentiality in accordance with Section 31A of the *Legal Services Commission Act 1977*.
- is required to comply with requirements of Legal Services in house costing of case and non-case related work and any other costing systems.
- is required to participate in performance reviews and development programs.
- is required to attend mandatory in-house training and Mandatory Continuing Professional Development.

Key Responsibilities and Duties:

- Establishing and maintaining effective links between Legal Services and key stakeholders' groups including new, emerging and existing communities and community organisations in South Australia.
- Educating and informing community groups about their legal rights and responsibilities by planning, preparing, promoting, delivering and evaluating a variety of training and education programs and projects.
- Developing educational resources, training materials and reference guides for publishing in print and online in collaboration with the Communications and Engagement Team.
- Assisting in the provision of legal advice by providing information, referral pathways and legal advice to the public who call the Legal Help Line and/or attend appointments regarding all areas of law, as required by LIAD Team Leaders and in consultation with the Director.
- Supporting internal staff development by working collaboratively with LIAD team leaders and team members to coordinate and deliver legal updates, staff training, internal education, and resource sharing.
- Contributing to reporting that provides insight to the effectiveness and reach of community legal education in achieving strategic outcomes.
- Representing Legal Services on working groups, committees, and be involved in specialist projects as required by LIAD Team Leaders and in consultation with the Director.
- Assisting to prepare submissions for grant funding for specialist projects that support the provision of information and improving access to justice as required by LIAD Team Leaders and in consultation with the Director.
- Communicate effectively with persons from a wide range of backgrounds including differing socio-economic and cultural backgrounds.
- Comply with Legal Services' requirements for the recording of client information, statistical data and other reporting and evaluation procedures, and maintain good file management and comply with professional ethics and standards.
- Actively participate and contribute to responsible and safe work practices by ensuring all WHS legislation, policies and procedures are adhered to within the workplace.
- Embrace diversity and cultural differences in the workplace by modelling respectful behaviour in the workplace.
- Communicate effectively with persons from a wide range of backgrounds including differing socio-economic and cultural backgrounds.
- Comply with Legal Services' requirements for the recording of client information, statistical data and other reporting and evaluation procedures, and maintain good file management and comply with professional ethics and standards.

PERSON SPECIFICATION**ESSENTIAL REQUIREMENTS****Educational/Vocational Qualifications:**

- Hold a Category C Practising Certificate or currently eligible to apply for a Category C Practising Certificate.
- Be an admitted practitioner of the Supreme Court of South Australia or currently eligible for admission to practise in South Australia.

Personal Abilities/Aptitudes/Skills:

- Ability to engage and communicate to groups of people, tailoring communication to suit a specific target group or age ranges.
- Ability to work effectively, under limited direction, both independently and within a team and establish effective working relationships.
- High level of interpersonal skills and demonstrated ability to communicate effectively with a wide range of people.
- Ability to determine priorities, cope effectively with high volumes of work, organise workload and meet deadlines.
- An ability to oversee and/or manage small projects.
- An ability to prepare written information in plain English in a variety of written and online formats such as educational resources, publications, and training materials for different audiences.
- Ability to constructively research and analyse matters, and to formulate and implement solutions in response to identified needs and priorities.
- Demonstrated ability to use judgment and initiative and be highly motivated.
- Proven ability to align educational objectives with organisational goals.
- Possess a strong commitment to the principle of equality of access to justice.

Experience:

- Experience in the delivery and presentation of training, workshops, education or information sessions.
- Experience in legal research and interpretation of legislation and application of case law.
- Experience in providing advice on various areas of the law relevant to Legal Services' clients and staff.
- Experience in establishing trust and confidence with clients and key stakeholders.
- Strong digital skills and competency in the use of Microsoft Office suite of products, the internet, email correspondence and electronic records management systems.

Knowledge:

- Knowledge of law generally, and in particular criminal law, family law and civil law matters.
- Understand the principles and methodologies of project management.
- Knowledge of issues affecting access to justice for disadvantaged groups.
- Understanding of the dynamics of domestic and family violence, elder abuse and trauma informed practice.
- An understanding of Workplace Health and Safety and Equal Opportunity principles

Position Description Approval

Approved by:

Signed by:

7171623FF19B4C0

Delegate

20 October 2025

Date