

Position Description



Position: Lawyer – Care and Protection
Classification Code: LSC2
Division: Family Law Division

POSITION DESCRIPTION

Summary of Role:

The Lawyer delivers quality legal services as children's representative in child protection proceedings including appearing as an advocate in the youth court. The Lawyer may undertake family law services including appearing as advocate in the Federal Circuit and Family Court of Australia. The Lawyer may appear as a representative in family dispute resolution matters including parenting and property matters. The Lawyer may undertake Child Support advice line callbacks and represent clients in receipt of legal aid in relation to Child Support.

The Lawyer will assist with the implementation of the Legal Services' strategic plan and projects as required, including law reform and community legal education.

Reports to: Senior Lawyer and Team Leader, Child Representation

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:

- Provide high quality, high volume legal information, advice and representation in Child Protection, Family Law and Child Support proceedings to clients of Legal Services.
- Where acting as children's representative in care and protection proceedings, interview all children depending on their capacity and present the views and wishes of children to the court and make submissions in their best interests, as appropriate.
- Assist as required in returning child support advice line callbacks, providing advice on matters or referral services as appropriate.
- Appear as an advocate in Child Protection and Family Law matters in the Federal Circuit and Family Court of Australia.
- Liaise proactively with government and non-government agencies with whom Legal Services' interacts.
- Meet standards and targets set from time to time by Legal Services.
- 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.
- Communicate effectively with persons from a wide range of backgrounds including differing socio-economic and cultural backgrounds and people with disabilities and carers.
- Actively participate in and contribute to responsible and safe work practices by ensuring all WHS legislation, policies and procedures are adhered too within the workplace.
- Embrace diversity and cultural differences in the workplace by ensuring respectful behaviour is displayed in the workplace.

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

- Hold an unrestricted Category C Practising Certificate or currently eligible to apply for an unrestricted Category C Practising Certificate.
- Be an admitted practitioner of the Supreme Court of South Australia and High Court of Australia.
- Be appointed to the Legal Services General Panel of Practitioners or be eligible for appointment.

Personal Abilities/Aptitudes/Skills:

- Relate well to clients by engendering trust, confidence, openness and frankness.
- Deliver high quality, concise advice by assessing problems logically, thoroughly and reliably with due skill and diligence.
- Communicate effectively with persons from a wide range of backgrounds including understanding, and responding appropriately to cultural, ethnic and indigenous differences and to persons with a physical or mental illness.
- Relate well to members of the judiciary, support staff, government and non-government agencies, other professional organisations, fellow legal practitioners and members of the public.

- Work effectively both individually and as a member of a team showing commitment to achieving team objectives and organisational goals.
- Manage a high file load and work effectively under challenging conditions.
- Effectively manage time, resources and systems including adapting to the introduction of new technology and service delivery models.
- Possess a strong commitment to the principle of the equality of access to justice for all persons.
- Possess a strong commitment to the rights of children under the law and international conventions.
- Possess highly developed interpersonal and public speaking skills.

Experience:

- Possess a minimum of 2 years post admission experience.
- Experience in legal practice, legal research, the preparation of legal correspondence, court documentation and the justice system generally
- Private or public legal practice file management, time recording, and costing of files.
- Strong digital skills and competency in the use of Microsoft Office suite of products, the internet, email correspondence and electronic records management systems.

Knowledge:

- Broad knowledge of governmental and private agencies in the social welfare and justice system.
- Demonstrate confidence in understanding the legal system and legal issues.
- An understanding of Workplace Health and Safety and Equal Opportunity principles.

DESIRABLE REQUIREMENTS

- Post admission legal experience in a family law or care and protection setting.

Position Description Approval

Approved by:

Signed by:

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Delegate

23 June 2026

Date