

# Position Description



<b>Position:</b>	<b>Lawyer</b>
<b>Classification Code:</b>	<b>LSC2</b>
<b>Division:</b>	<b>Legal Information and Advice Division</b>
<b>ANZSCO:</b>	<b>271311</b>

## POSITION DESCRIPTION

### Summary of Role:

The Lawyer, Legal Information and Advice Division (LIAD) will support Team Leaders to mentor and develop LIAD team members. This aspect of the role will involve providing legal advice and support in complex areas of the law, assisting Legal Advisers with handling more complex legal matters and, as necessary, planning, coordinating and delivering training and upskilling programs, including resource development.

The Lawyer, LIAD will, in consultation with Team Leaders, develop and implement guidelines for the provision of Legal Task Discrete Assistance and provide this assistance to clients, where appropriate.

The Lawyer, LIAD will consider and prepare proposals for guidelines and processes for existing or new LIAD pilots, initiatives or programs, in consultation with the Team Leaders and Director, LIAD.

The Lawyer, LIAD will, in consultation with Team Leaders, attend and, where requested, present at external education sessions and networking activities with a view to maintaining good referral pathways both within and external to Legal Services.

**Reports to:** Senior Lawyer and Team Leader, Legal Information and Advice Division

### 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:**

The key responsibilities and duties of the Lawyer, LIAD include:

- Assisting Team Leaders with the support and guidance of Legal Advisers on a wide range of legal queries.
- Advising and providing Legal Task Discrete Assistance to the public who attend at Legal Services' offices, at outreach services or the Magistrates' Court about their legal issues, identifying options and explaining consequences in a clear and concise manner and, where necessary, arranging for follow up appointments.
- 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 Team Leaders and in consultation with the Director.
- Assisting Team Leaders to consider and prepare proposals for guidelines and processes for existing or new LIAD pilots, initiatives or programs.
- Providing mentorship, guidance and support to the LIAD team legal advice queries.
- Assisting, developing and upskilling LIAD team members including with the delivery of Legal Task Discrete Assistance.
- Assisting to plan and deliver internal team induction and ongoing training programs including coordinating speakers.
- Working closely with key stakeholders which include the Director, Team Leaders and other LSC2 Lawyers in LIAD along with employees in the other Divisions.
- Creating and maintaining up-to-date LIAD resources including:
  - Reference materials;
  - Referral pathways; and
  - Precedents/templates for Legal Task Discrete Assistance.
- In consultation with the Director and Team Leaders, LIAD assisting to plan for and create a database for LIAD resources.
- In consultation with a Team Leader attending approved:
  - external legal education sessions for upskilling, networking and share learnings with the LIAD team; or
  - networking sessions with key external stakeholders.
- Communicating effectively with persons from a wide range of backgrounds including differing socio-economic and cultural backgrounds.

- Complying 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 participating and contributing to responsible and safe work practices by complying with WHS legislation, policies and procedures.
- Embracing diversity and cultural differences in the workplace by displaying respectful behaviour 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.

#### **Personal Abilities/Aptitudes/Skills:**

- Demonstrated ability to deliver high quality, concise advice by assessing problems logically, thoroughly and reliably with due skill and diligence.
- Demonstrated ability to work effectively both individually and as a member of a team, showing commitment to team and organisational goals.
- Demonstrated ability to relate to members of the judiciary, government and non-government agencies, and other practitioners.
- Demonstrated ability to manage workloads with competing deadlines.
- Demonstrated ability to effectively manage time, resources and systems including adapting to the introduction of new technology and service delivery models.
- Demonstrated ability to maintain a high level of knowledge of relevant legislation, court and tribunal rules, forms and processes, case law and emerging trends to assist Legal Advisers with the provision of legal information and advice and Legal Task Discrete Assistance.
- Possess a strong commitment to the principle of equality of access to justice.
- Possess highly developed interpersonal and public speaking skills.

#### **Experience:**

- Possess a minimum of 2 years post admission legal experience.
- Experience in providing advice on various areas of the law relevant to Legal Services' clients and staff.
- Experience in legal practice, legal research, the preparation of legal correspondence and/ or court documentation and the justice system generally.
- Experience in establishing trust and confidence with clients and key stakeholders.

- Experience in communicating effectively with clients from a wide range of cultural, ethnic and indigenous backgrounds.
- Experience in communicating effectively with clients living with a disability.
- Strong digital skills and competency in the use of Microsoft Office suite of products, the internet, email correspondence and electronic records management systems.

**Knowledge:**

- A broad knowledge of governmental and private agencies in the social welfare and justice systems.
- Knowledge of the organisation, procedures and operations of the Legal Services Commission.
- An understanding of Workplace Health and Safety and Equal Opportunity principles.

**DESIRABLE REQUIREMENTS**

- Experience in legal practice, legal research, the preparation of legal correspondence, court documentation and the justice system generally.
- Experience in working with digital document management systems.
- Knowledge of the organisation, procedures and operations of the Legal Services.

**Position Description Approval**

Approved by:

Signed by:  
  
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**Delegate**

11 August 2025  
**Date**