

Position Description

Position:	Senior Lawyer
Classification Code:	LSC3
Division:	Civil Law

POSITION DESCRIPTION

Summary of Role:

The Senior Lawyer, Civil Law will provide legal advice, advocacy support and legal representation in areas of civil law, including but not limited to Migration, Mental Health, Guardianship and Administration and NDIS Appeals.

The Senior Lawyer may be required to appear before the Administrative Review Tribunal (ART), the South Australian Civil and Administrative Tribunal (SACAT) and relevant higher-level Commonwealth and State Courts in appeal matters.

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

Reports to: Director, Civil Law

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 legal advice, advocacy support and legal representation in areas of civil law and administrative law areas including but not limited to migration, guardianship, mental health, and NDIS appeals.

- Provide supervision of civil law legal advice and representation services provided to Legal Services clients and ensure that lawyers are mentored and supported to develop their skills, knowledge and experience.
- Meet standards and targets with respect to case file loads, workflows, file costings and time recording procedures.
- Prepare and present internal training sessions and community education activities on areas of civil law and practice as required.
- Liaise proactively with internal and external stakeholders in relevant civil law sectors as a representative of Legal Services.
- Communicate effectively with persons from a wide range of backgrounds including differing socio-economic and cultural backgrounds.
- Comply with (and model compliance with) Legal Services' requirements for professional ethics and standards, the recording of client information, statistical data and other reporting and evaluation procedures, and maintain good file management.
- Actively participate and contribute to the health and wellbeing of staff by ensuring responsible and safe work practices are adhered to in accordance with WHS legislation, policies, and procedures.
- Embrace and encourage diversity and cultural differences in the workplace by modelling respectful behaviour.

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 admitted or eligible for admission as a practitioner of the Supreme Court of South Australia and High Court of Australia.

Personal Abilities/Aptitudes/Skills:

- Ability to deliver high quality advice and representation services by assessing problems logically, thoroughly and reliably with due skill and diligence.
- Ability to comply with directions and guidance from the Director and/or Team Leader.
- Ability to 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.
- Ability to relate well to clients by engendering trust, confidence, openness and frankness.
- Demonstrated ability to manage workloads with competing deadlines whilst working effectively under challenging conditions.
- Ability to 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:


- A minimum of 5 years post admission legal experience.
- Experience with private or public legal practice files management.
- Experience in communicating effectively with a wide range of people from cultural, ethnic, and indigenous backgrounds and/or persons with a disability or mental illness.
- Experience in working autonomously and as a member of a team showing commitment to achieving team objectives and organisational goals.
- Experience in mentoring and supervising junior lawyers to set direction, provide guidance, upskill staff and, coordinate work.
- Experience in legal practice, legal research, the preparation of legal correspondence, court documentation and the justice system generally.
- Strong digital skills and competency in the use of Microsoft Office suite of products, the internet, email correspondence and electronic records management systems.

Knowledge:

- Possess a thorough knowledge of civil law and administrative legal practice.
- Knowledge of migration, mental health, guardianship and administration and NDIS law desirable.
- A broad knowledge of governmental and private agencies in the social welfare and justice system.
- Knowledge of the procedures and operation of the Department of Home Affairs, the NDIS, the ART and SACAT.
- An understanding of Workplace Health and Safety and Equal Opportunity principles.

Position Description Approval

Approved by:



Delegate

____22 June 2026_____
Date