

Position Description



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

POSITION DESCRIPTION

Summary of Role:

The Senior Lawyer will represent clients in receipt of legal aid and deliver quality legal services in relation to complex family law matters, and may act, as required as children's representative in child protection proceedings in the Youth Court and client representation in family law matters in the Federal Circuit and Family Court of Australia. If accredited, the Senior Lawyer will act as Independent Children's Lawyer in Federal Circuit and Family Court of Australia parenting matters.

The Senior Lawyer will appear as an advocate, including appearing in contested and uncontested interlocutory hearings and instructing in trials in the Youth Court and the Federal Circuit and Family Court of Australia.

The Senior Lawyer will appear as a client representative in family dispute resolution matters including property 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: Senior Lawyer and Team Leader, Family 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 all mandatory in-house training, all mandatory Continuing Professional Development, and the 'With You' trauma-informed practice training.

Key Responsibilities and Duties:

- Provide high quality, high volume legal information, advice and representation to clients of Legal Services in complex family law proceedings and Youth Court care and protection proceedings.
- 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.
- If accredited, act as Independent Children's Lawyer in Federal Circuit and Family Court of Australia parenting matters.
- Appear as a client representative or Independent Children's Lawyer in family dispute resolution, including property settlement.
- Work as part of a team and where required, mentor and supervise junior lawyers on an informal basis.
- Assist in areas of the Family Law Division, including Child Support as directed during times of staff shortages or absences.
- Contribute to the development of Legal Services' strategic plan and projects.
- 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 complying with WHS legislation, policies and procedures.
- Embrace 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.
- 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.
- Demonstrate effective communication skills with individuals from diverse backgrounds, showing a genuine understanding and respectful response to various cultural, ethnic, indigenous, and health-related differences.
- Relate well to members of the judiciary, support staff, government and non-government agencies, other professional organisations, 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.
- Efficiently manage a high file load and work effectively with vulnerable and financially disadvantaged clients.
- 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:

- Private or public legal practice file management, time recording, and costing of files.
- A minimum of five (5) years' post-admission experience.
- 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 family law, care and protection law, practice rules, and the law of evidence as it is applied in the state courts of South Australia and in the Federal Circuit and Family Court of Australia.
- A broad knowledge of governmental and private agencies in the social welfare and justice system.
- An understanding of Workplace Health and Safety and Equal Opportunity principles.
- Knowledge of the organisation, procedures and operations of the Legal Services.

DESIRABLE REQUIREMENTS

- 5 years post-admission legal experience in Family Law, and completion of, or meets requirements to complete National Independent Children's Lawyer training.
- Experience working with digital document management systems.

Position Description Approval

Approved by:

Signed by:

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Delegate

23 June 2026

Date