

# Position Description



**Position:** Senior Lawyer – Northern Region  
**Classification Code:** LSC3  
**Division:** Family Law

## POSITION DESCRIPTION

### Summary of Role:

The Senior Lawyer – Northern Region will represent clients within the Northern Region in receipt of legal aid and deliver quality legal services in relation to complex family law matters and act, as required, as children's representative in child protection proceedings. The Senior Lawyer will appear as an advocate in family and youth courts, including contested hearings or short trials in the Youth Court.

The Senior Lawyer will appear as a representative in family dispute resolution matters including property matters and if accredited, act as Independent Children's Lawyer in Federal Circuit and Family Court of Australia matters.

The Senior Lawyer will also provide assistance as a Legal Adviser providing general legal advice and information regarding family law through the Legal Information and Advice Service operating within the Northern Region.

The Senior Lawyer will assist with the implementation of the family law unit 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 mandatory in-house training and Mandatory Continuing Professional Development.

## Key Responsibilities and Duties:

- Provide high quality, high volume legal information, advice and representation in complex Family Law and Child Protection proceedings to clients of Legal Services within the Northern Region
- 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.
- Where acting as a Legal Adviser:
  - Advise the general public who call the Telephone Help Line or attend at Legal Services' office, about their family law issues, identifying options and explaining consequences in a clear and concise manner and where necessary, arranging for follow up appointments at a Legal Services office.
  - Refer clients who require the assistance of another agency or specialist service.
  - Assist clients where appropriate to prepare and lodge an application for legal aid.
  - Assist clients to negotiate with other agencies or act as an advocate on behalf of clients in appropriate situations.
  - Prepare accurate notes on the legal problems presented by clients, and document the issues and actions in the appropriate system.
  - Provide basic advice to clients on how to lodge proceedings and represent themselves before Courts and Tribunals where legal representation is not available.
  - Assist with the Community Legal Education program to research topics and projects and assist with the development of educational and training material.
  - Identify, develop and maintain key stakeholder relationships within the rural northern area and represent Legal Services on relevant community and government committees.
- Appear as a representative in family dispute resolution matters including property matters.
- 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
- Liaise proactively with government and non-government agencies within the Northern Region as required.
- 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.
- 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 5 years post admission experience.
- Private or public legal practice file management, time recording, and costing of files.
- 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.
- 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, child protection law, practice and the law of evidence in South Australia.
- 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

- 5 years post-admission legal experience in Family Law, and completion of, or meets requirements to complete National Independent Children's Lawyer training.

## Position Description Approval

Approved by:

Signed by:  
  
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**Delegate**

23 June 2026

**Date**