

# Position Description

<b>Position:</b>	<b>Senior Lawyer and Team Leader, Family Advocacy and Support Services (FASS)</b>
<b>Classification Code:</b>	<b>LSC3</b>
<b>Division:</b>	<b>Family Law</b>

## POSITION DESCRIPTION

### Summary of Role:

The Senior Lawyer and Team Leader, FASS will co-ordinate the provision of the duty lawyer service at the Federal Circuit and Family Court of Australia (FCFCOA) by leading, managing, supervising and guiding a team of duty lawyers engaged in FASS work to ensure the efficient and effective use of resources and delivery of high-quality services that meet the needs of clients and the local community. The Senior Lawyer and Team Leader, FASS will provide expert legal advice and information to unrepresented persons involved in family law proceedings.

The Senior Lawyer and Team Leader, FASS will also represent clients in receipt of legal aid including property matters and deliver quality legal services in relation to family law including appearing as an advocate in the FCFCOA and Family Dispute Resolution Conferences.

**Reports to:** Manager, Adult Representation

**Direct Reports:** FASS Duty Lawyers

### 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:**

### **Leadership and Management**

- Provide leadership, management and supervision to FASS duty lawyers to ensure the delivery of high quality, efficient and effective legal services that comply with Legal Services policies, guidelines and practice management standards.
- Provide mentorship and development of junior practitioners through supporting professional development, oversight of files, and fostering a collaborative learning environment to strengthen capabilities.
- Actively support the professional development of junior practitioners wishing to further develop their professional skills, including the provisions of mentoring/coaching or providing internal/external training and development opportunities.
- Promote consistent, trauma-informed and ethically sound practice by providing leadership in file management, risk assessment and client-centred legal approaches.
- Provide ongoing support to the team members by promoting a culture that prioritises their physical, mental and emotional wellbeing, to foster a positive, inclusive and collaborative work environment.
- Manage the preparation of reports to meet Family Law Division's reporting obligations regarding the FASS program.
- Meet regularly with team members to check in regarding work activity and address any performance or other concerns.

### **FASS Program Delivery and Representation**

- Conduct matters arising within the FASS program that cannot be allocated to supervised duty lawyers, including having conduct of complex family law files in Party/Party and/or child support matters.
- Provide high quality, high volume legal information, advice and representation in Family Law and FASS to clients of Legal Services.
- Provide legal advice to all members of the public in a prompt and helpful manner.
- Maintain a broad knowledge of other government agencies and non-government organisations to which members of the public can be referred for assistance when appropriate.
- Represent clients in receipt of legal aid and deliver quality legal services in relation to family law and appear as an advocate in the FCFCOA.
- When acting as a FASS duty lawyer, provide members of the public with advice and minor assistance in relation to court procedures, the completion of simple documents, representation for undefended or procedural hearings, and representation for limited negotiations.
- Work in partnership with FASS social workers to liaise with and refer parties/clients to a range of therapeutic services.
- Liaise proactively with court staff, family law practitioners and other organisations who are involved in the family law system, government and non-government agencies with whom Legal Services interacts.
- Provide an outreach service in family law matters and conduct sessions to inform stakeholders and members of the public about Legal Services in metropolitan area.
- Meet standards and targets set from time to time by Legal Services.

## General

- Promote and maintain a commitment to cultural competence and an inclusive workplace in support of First Nations people and other underrepresented groups.
- Contribute to the direction of the family law division in relation to building a positive workplace culture and supporting the wellbeing of all staff.
- Contribute to high level policy development and project work and represent Legal Services on organisational and inter-agency committees.
- Establish and maintain constructive relationships with internal and external stakeholders including clients, the Courts, legal practitioners, Team leaders and Managers across Legal Services and the Director, Family Law. Engagements and partnerships should promote trust and confidence in Legal Services to ensure the delivery of outstanding results.
- Prepare and present internal training sessions and community education activities on areas of family law and practice as required.
- 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, maintain good file management and comply with professional ethics and standards.
- Pro-actively safeguard the health and wellbeing of staff by ensuring safe work practices are adhered in accordance with all WHS legislation, policies and procedures within the workplace.
- Embrace and encourage diversity and cultural differences in the workplace by modelling respectful behaviour in the workplace.
- Act in accordance with the Appropriate Workplace Behaviours Procedure at all times.
- Consistently influence others to achieve objectives, especially in times of change and difficult situations.
- Motivate others by encouraging them regularly to contribute to planning for the future.
- Anticipating the drivers and obstacles to change and identify ways to build on or decrease their impact.
- Work within the legislative requirements of the *Legal Services Commission Act 1977*, *Fair Work Act 1994*, *Work Health and Safety Act 2012*, *Equal Opportunity Act 1984*, *Return to Work Act 2014 (SA)*, *Independent Commissioner Against Corruption Act 2012 (SA)*, *Public Interest Disclosure Act 2018* and other relevant Acts and Regulations.

## 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:

- Demonstrated ability to lead, mentor and manage a team of legal staff, including setting direction, motivating staff and coordinating work.

- Demonstrated capacity to deliver trauma-informed legal assistance that enhances safety, agency and justice outcomes for clients.
- Relate well to clients by engendering trust, confidence, openness and frankness.
- Demonstrated ability to operate effectively under limited direction, exercise judgement in an environment of complexity and rapid change to achieve quality results.
- Confidently provide concise complex legal 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 complex case 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 and the rights of children under the law and international conventions.

#### **Experience:**

- Possess a minimum of 5 years post admission legal experience.
- Experience in legal practice, legal research, the preparation of legal correspondence, court documentation and the justice system generally.
- Experience as either solicitor or counsel in family and criminal litigation.
- Experience in establishing trust and confidence with clients and key stakeholders.
- Experience in communicating effectively with a wide range of people from cultural, ethnic, diverse and indigenous backgrounds and/or persons with a physical or mental illness.
- 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.
- An understanding of legal assistance models and pathways for legal and non-legal referrals in South Australia.
- Possess a thorough knowledge of family law practice and the law of evidence in South Australia.
- A 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.

#### **Position Description Approval**

Approved by: \_\_\_\_\_

**Delegate**



23 February 2026

**Date**