

Position Description



Position: Manager, Counsel Section
Classification Code: LSC5
Division: Criminal Law Division

POSITION DESCRIPTION

Summary of Role:

The Manager, Counsel Section will provide leadership, management, supervision, and guidance to the Counsel team within the Criminal Law Division (CLD).

The Manager will support the Director, Criminal Law and Chief Counsel in providing leadership and guidance across the CLD to develop high quality counsel skills and contribute to the strategic leadership of the CLD. In conjunction with the Chief Counsel, the Manager will co-ordinate and allocate trials and other counsel work across the CLD, including appellate work. Under the direction of the Director, the Manager will develop and implement appropriate processes for all facets of the allocation of counsel work.

The Manager will be required to carry a significant case load of counsel work in major indictable matters, including the conduct of trials on a regular basis in the District and Supreme Court, and as counsel in the Court of Appeal (Criminal). The Manager may also be required to conduct trials at the Circuit Courts on a regular basis, along with the most complex/serious matters heard in the Youth Court and Magistrates Court.

Reports to: Director, Criminal Law
Direct Reports: Lawyers, Counsel Team
Key Relationships: Chief Counsel, Managers CLD, Team Leader, Administration
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, supervision and guidance to practitioners within the CLD Counsel team.
- Working with the Director, Criminal Law and the other Managers, contribute to the strategic leadership of CLD by supporting Legal Services and CLD initiatives, actively contributing to policy development and implementation, and leading projects.
- Develop and implement appropriate processes governing the allocation and conduct of all inhouse counsel work, and outhouse counsel work when briefed from inhouse files.
- Collate and coordinate the timetable of trials and other counsel work across the CLD, including appellate work.
- Form and chair an allocation committee that includes Chief Counsel and the Team Leader, Administration. The Manager, through the committee will be responsible for the allocation of all counsel work in a manner that is timely, efficient, and that promotes excellence and the development of inhouse capacity and expertise.
- Engage proactively in organisational and cultural change and ensure effective communication within the office so all staff are aware of key organisational requirements and priorities, reforms and initiatives.
- 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.
- Monitor service and other statistical data to evaluate efficiency and productivity and make recommendations for improvements.

Legal Practice

- Provide high-quality, high-volume representation as counsel in criminal law matters to clients of Legal Services charged with offences in the superior courts and the most complex/serious matters heard in the Youth and Magistrates Courts.
- Conduct sentence and conviction appeals from the Magistrates Court to the Supreme Court, and post-sentence applications in the Supreme Court.
- Conduct as counsel appellate work in the Court of Appeal (Criminal) as determined by the Chief Counsel in collaboration with the Director.
- Provide legal advice and opinions on the most complex and serious matters; including prosecutions, appeals, sentencing and parole.

Strategic and Operational Coordination

- Provide advice and guidance to practitioners in relation to the conduct and carriage of matters.
- Contribute to supporting the professional development of practitioners wishing to develop their professional skills as counsel, including the provision of mentoring/ coaching or developing internal/external training and development opportunities.

- In conjunction with Chief Counsel and Counsel, Family Law Division, develop and implement a strategy for sustainable attraction and retention of complex counsel work and capability within Legal Services.
- Develop and maintain strong working relationships with key stakeholders associated with the operation of the Counsel Section including but not limited to other Legal Services Managers, the private bar within SA, the judiciary, prosecution units and the SA courts and tribunals.
- Liaise with government and non-government agencies with whom Legal Services interacts.
- Represent Legal Services on organisational and inter-agency committees if requested by the Director.

General

- Deliver training in relation to counsel matters at Legal Services as appropriate.
- Ensure compliance with legislation, professional standards, and Legal Services policies.
- Lead the development and implementation of policies, procedures, and quality improvement initiatives that support service delivery.
- Monitor service performance and data to inform evaluation and continuous improvement.
- Promote a culture of accountability, learning, and excellence across the adult representation section.
- Communicate effectively with persons from a wide range of backgrounds including differing socio-economic and cultural backgrounds.
- Pro-actively safeguard the health and wellbeing of staff by ensuring safe work practices are undertaken by self and others in the workplace by adopting appropriate management practices to manage legislative requirements of the Work Health and Safety Act 2012.
- Embrace and contribute towards diversity and cultural differences in the workplace by advocating equal employment opportunities and diversity in the workplace.
- Promote and maintain a commitment to cultural competence and an inclusive workplace in support of First Nations people and other underrepresented groups.
- 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.
- 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 practitioners to set direction, motivate staff and coordinate work.
- Demonstrated ability to work effectively, under limited direction, either independently or within a team to build positive working relationships with a wide range of key stakeholders including:
 - Team members;
 - Peers and Managers;
 - Clients;
 - External stakeholders such as members of the private bar within SA, the judiciary and the SA courts and tribunals, police, government and non-government agencies and other professional organisations.
- Demonstrated ability to effectively prioritise workloads and activities to achieve results within strict timelines. This includes the ability to work in high-pressure, high-workload situations from time to time, whilst demonstrating professional resilience and advanced self-management of wellbeing.
- Confidently provide concise advice by assessing problems logically, thoroughly, and reliably with due skill and diligence.
- Respect the rights and preserve the confidence and dignity of all clients and team members.
- Understand, appreciate and be sensitive to cultural, ethnic and indigenous differences.

Experience:

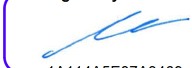
- Possess a minimum of 11 years post admission legal experience.
- Possess significant experience in the criminal justice system in South Australia particularly in the superior courts, as counsel in complex criminal trials and appeals.
- Highly developed legal drafting skills, particularly in the preparation of criminal law forms and precedents, outlines of argument, voir dire notices, appeal notices and other complex written legal work.
- 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:

- An understanding of Workplace Health and Safety and Equal Opportunity principles.

Position Description Approval

Approved by:

Signed by:

1A114A5E87A3469...

Delegate

03 July 2026

Date