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Position Description

Legal Services Commission South Australia

Position: **Lawyer, Northern Region (Port Augusta or Whyalla)**

Classification Code: **LSC2**

Division: **Criminal Law Division**

ANZSCO: **271311**

POSITION DESCRIPTION

Summary of Role:

The Lawyer will have conduct of a criminal file case load in the Northern Region Magistrates, Youth and District Courts, and will appear as counsel on non-trial hearings in those courts, including guilty pleas. The Lawyer will conduct, as counsel, less serious trials in the Magistrates and Youth Courts and appeals and bail reviews from the Magistrates and Youth Courts to the Supreme Court.

The Lawyer will provide advice and representation as a duty lawyer at both the Courts and prisons in the Northern Region (namely, Port Augusta and Whyalla), including assisting persons arrested and in custody by making bail applications and simple guilty pleas.

Reports to: Senior Lawyer and Team Leader Northern Region, Criminal 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:

The Lawyer will be responsible for providing high quality advice and representation in criminal law matters to clients of the Legal Services Commission in the Northern Region by:

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- Conducting an assigned criminal law case file load in the Northern Region Magistrates, Youth and District Courts, including by appearing as counsel on bail hearings, guilty pleas and other non-trial hearings.
- Acting as solicitor and/or counsel on less complex trials in the Magistrates and Youth Courts.
- Conducting, as counsel, sentence appeals and bail reviews in summary/minor indictable matters from the Magistrates/Youth Courts to the Supreme Court
- Providing a court-based duty lawyer service, primarily in the Port Augusta or Whyalla Magistrates Court, by
    - Providing practical legal advice to all members of the public in a prompt, helpful and courteous manner in relation to court procedures, likely outcomes, the need for, and availability of, legal representation.
    - Representing clients who have been arrested, including by making bail applications, seeking adjournments or conducting guilty pleas in appropriate cases
    - Providing a referral service to other government agencies and non-government organisations to members of the public for assistance when required.
- Providing a duty lawyer service in the prisons as required.
- Working effectively with Legal Services colleagues and other regional stakeholders; including judicial officers and court staff, prosecutors, private lawyers and community legal organisations.
- Where required, providing assistance by travelling to and working in Legal Services offices or the Courts within the Northern Region or other regional areas, or providing services to those areas through phone and video links.
- Undertaking legal research, when directed, for senior lawyers of Legal Services.
- Meeting standards and targets set from time to time by the Director, Criminal Law.
- Communicating effectively with persons from a wide range of backgrounds including differing socio-economic and cultural backgrounds.
- Complying with Legal Services' requirements for the recording of client information, statistical data and other reporting and evaluation procedures, and maintaining good file management and complying with professional ethics and standards.
- Actively participating and contributing to responsible and safe work practices by complying with WHS legislation, policies and procedures.
- Embracing 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.

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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.
- 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 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 2 years post admission legal experience.
- Private or public legal practice file management, including the use of practice management tools and 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:

- 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.

DESIRABLE REQUIREMENTS

- 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.
- Knowledge of the organisation, procedures and operations of the Legal Services.

Position Description Approval

Approved by:

Signed by:

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Delegate

10 November 2026

Date