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Position Description

Legal Services Commission South Australia

Position:	**Lawyer (Northern Region)**
Classification Code:	**LSC2**
Division:	**Legal Information and Advice**
ANZSCO:	**271311**

POSITION DESCRIPTION

Summary of Role:

The Lawyer will play a key role in the development and expansion of the Legal Services' Information and Advice Division (LIAD) in the northern region (Whyalla / Port Augusta) by establishing and maintaining strong collaborative relationships with key stakeholders.

The Lawyer will provide legal advice and support in complex civil, family, and criminal law matters through the Legal Helpline and face-to-face, outreach or telephone appointments, and where appropriate, discrete Task Assistance and advocacy as required and in consultation with leadership, the Lawyer will provided court advice and duty lawyer services, as required.

The Lawyer will work collaboratively and proactively with local stakeholders and community groups to develop and deliver legal education programs, providing clear and accessible information tailored to community needs and attend community events. The Lawyer will assist to coordinate Prison Advice Service and provide advice and education sessions to prisoners.

Reports to: Senior Lawyer and Team Leader, Legal Information and Advice, working closely with Senior Lawyer, Northern Region, Criminal Law Division on a day-to-day basis.

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.

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- is required to attend mandatory in-house training and Mandatory Continuing Professional Development.

Key Responsibilities and Duties:

- Co-ordinate and manage provision of legal advice and information at the Legal Services' Whyalla and Port Augusta offices, including developing and expanding the client base of those offices and contribute to the strategic planning for LIAD in the Northern Region as directed by the LIAD Director / Team Leader(s).
- Provide legal advice and support in complex areas of the law, in the areas of civil, family, and criminal law through the Legal Helpline and face-to-face, outreach or telephone appointments, and where appropriate, discrete Task Assistance and advocacy, including in the Magistrates Court.
- The lawyer will assist with coordinating the Prison Advice Service and provide education and advice to prisoners.
- Identify, develop and maintain key stakeholder relationships within the northern region and represent Legal Services on relevant community and government committees.
- Assist LIAD Team Leaders to prepare proposals for guidelines and processes for existing or new LIAD pilots, initiatives or programs in the Northern region.
- Coordinate and deliver Community Legal Education programs and outreach activities, including speaking at information sessions for local communities, service providers, and agencies.
- Contribute to proposals for law reform which may involve undertaking legal research and special projects from time to time.
- Represent Legal Services on working groups, committees, and be involved in special projects as required by LIAD Team Leaders and in consultation with the Director.
- 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.

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Personal Abilities/Aptitudes/Skills:

- Demonstrated ability to deliver high quality, concise advice by assessing problems logically, thoroughly and reliably with due skill and diligence.
- Demonstrated ability to work effectively both individually and as a member of a team, showing commitment to team and organisational goals.
- Demonstrated ability to relate to members of the judiciary, government and non-government agencies, and other practitioners.
- Demonstrated ability to manage workloads with competing deadlines.
- Demonstrated ability to effectively manage time, resources and systems including adapting to the introduction of new technology and service delivery models.
- Demonstrated ability to maintain a high level of knowledge of relevant legislation, court and tribunal rules, forms and processes, case law and emerging trends to assist Legal Advisers with the provision of legal information and advice and Legal Task Discrete Assistance.
- Possess a strong commitment to the principle of equality of access to justice.
- Possess highly developed interpersonal and public speaking skills.

Experience:

- Possess a minimum of 2 years post admission legal experience.
- Experience in providing advice on various areas of the law relevant to Legal Services' clients and staff.
- Experience in legal practice, legal research, the preparation of legal correspondence and/ or court documentation and the justice system generally.
- Experience in establishing trust and confidence with clients and key stakeholders.
- Experience in communicating effectively with clients from a wide range of cultural, ethnic and indigenous backgrounds.
- Experience in communicating effectively with clients living with a disability.
- 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 systems.
- An understanding of Workplace Health and Safety and Equal Opportunity principles.

Position Description Approval

Approved by:

Signed by:

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Delegate

20 October 2025

Date