



JOB AND PERSON SPECIFICATIONS

<p>Title of Position: Solicitor</p> <p>Appointment Fraction:</p>	<p>Workgroup/Section: Port Lincoln – Law and Justice</p> <p>Position Analysis:</p> <ul style="list-style-type: none"> • Originated by: • Classified by: <p>Occupant: Vacant</p> <p>Version No: 1</p> <p>Version Date: 14th December 2018</p>
--	---

<p>Job and Person Specification Approval</p> <p>_____ / / _____</p> <p>ALRM Board or Chief Executive or Delegate</p>
--

Job Specification

<p>1 Purpose</p> <p>The Solicitor reports to Practice Managers based in Adelaide. The purpose of the position is to ensure the delivery of consistently high quality and culturally appropriate service delivery to clients in Port Lincoln and surrounding districts. To ensure that the ALRM’s policies and procedures on the assessment, acceptance and delivery of legal casework are implemented and maintained. To ensure that all resources allocated to the legal practice and its casework activities are appropriately managed, effectively deployed to the priorities of the practice as well as effectively monitored and accounted for at Port Lincoln. To undertake Supreme, District and Magistrate Court criminal matters. To provide legal advice, representation, information and education in relation to family law, child protection and civil law matters.</p>									
<p>2 Reporting/Working Relationships</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 15%;">Internal:</td> <td>The Pt Lincoln Solicitor works collaboratively with other ALRM employees Aboriginal Field officers and support staff, and reports to Practice Managers in the Adelaide Office on legal casework and supervision. All staff in Port Lincoln report to the Adelaide office on a day-to-day client issues.</td> </tr> <tr> <td>External:</td> <td>Judiciary, magistrates, police, court staff, other legal service providers.</td> </tr> </table>		Internal:	The Pt Lincoln Solicitor works collaboratively with other ALRM employees Aboriginal Field officers and support staff, and reports to Practice Managers in the Adelaide Office on legal casework and supervision. All staff in Port Lincoln report to the Adelaide office on a day-to-day client issues.	External:	Judiciary, magistrates, police, court staff, other legal service providers.				
Internal:	The Pt Lincoln Solicitor works collaboratively with other ALRM employees Aboriginal Field officers and support staff, and reports to Practice Managers in the Adelaide Office on legal casework and supervision. All staff in Port Lincoln report to the Adelaide office on a day-to-day client issues.								
External:	Judiciary, magistrates, police, court staff, other legal service providers.								
<p>3 Special Conditions</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Out of Hours Work:</td> <td>Some out of hours work may be required.</td> </tr> <tr> <td>Travel:</td> <td>Some interstate and intrastate travel may be required which may necessitate overnight absences.</td> </tr> <tr> <td>Location:</td> <td>Initial appointment will be Port Lincoln.</td> </tr> <tr> <td>Other Conditions:</td> <td>The incumbent is required to satisfactorily complete a National Criminal History Check; Working with Children Clearance Check; A current South Australian Driver’s License is required A flexible approach to working hours is required; The organisation is a smoke free working environment; ordinary working hours are from 9.00am to 5:00pm</td> </tr> </table>		Out of Hours Work:	Some out of hours work may be required.	Travel:	Some interstate and intrastate travel may be required which may necessitate overnight absences.	Location:	Initial appointment will be Port Lincoln.	Other Conditions:	The incumbent is required to satisfactorily complete a National Criminal History Check; Working with Children Clearance Check; A current South Australian Driver’s License is required A flexible approach to working hours is required; The organisation is a smoke free working environment; ordinary working hours are from 9.00am to 5:00pm
Out of Hours Work:	Some out of hours work may be required.								
Travel:	Some interstate and intrastate travel may be required which may necessitate overnight absences.								
Location:	Initial appointment will be Port Lincoln.								
Other Conditions:	The incumbent is required to satisfactorily complete a National Criminal History Check; Working with Children Clearance Check; A current South Australian Driver’s License is required A flexible approach to working hours is required; The organisation is a smoke free working environment; ordinary working hours are from 9.00am to 5:00pm								

4 ALRM Core Objectives

OBJECTIVES

The central object of the Movement is to assist Aboriginal persons (especially those Aboriginal persons who are detained in custody or imprisoned) to relieve their poverty, the consequences of their dispossession and social misfortune and to assist further in removing destitution and helplessness amongst Aboriginal people through the use of the legal system of the State of South Australia and the Commonwealth of Australia. (Please refer to ALRM Intranet for more core ALRM Objectives),

5 Key Responsibilities

- Role model politeness and professional communication when dealing with clients and the general public.
- To work as part of a team including other legal staff, field officers and support staff to provide legal advice and representation to clients of ALRM of a consistent high quality.
- Conduct of Supreme, District and Magistrates Court matters including trial pleas and jury trials as counsel and solicitor support.
- Provide legal advice, representation, information and education in relation to family law, child protection and criminal law matters generally.
- To work to ensure the provision of a culturally competent and responsive service to clients.
- To understand and apply ALRM and Attorney General's Department Policies as they relate to the provision of legal aid services to clients.
- As part of a team provide outreach services in accordance with ALRM objectives.
- Liaise with other legal service providers, Federal and State Authorities and other agencies as required.
- Perform such other duties commensurate with the functions of ALRM Inc and this classification, as may be required.
- Encourage and sustain a cooperative, "can do" work environment.
- Contribute positively to organisational management and support operations towards the achievement of organisational goals.
- Support and work with people with diverse backgrounds, value systems, cultural differences and special needs.

6 Essential Criteria

- Admitted or eligible for admission as a Solicitor or Barrister of the Supreme Court of South Australia and as a practitioner of the High Court of Australia.
- A minimum of 4 years practice experience in criminal law.
- Demonstrated knowledge and understanding of the criminal legal system, its requirements for effective client representation and its impact upon Aboriginal people.
- Demonstrated experience as Solicitor and counsel in a wide array of Supreme, District and Magistrates Courts in criminal matters.
- Demonstrated experience in providing legal advice and representation in relation to family law, child protection and civil law matters.
- Comprehensive understanding of the issues confronting Aboriginal and Torres Strait Islander peoples in relation to the delivery of legal services and in the wider community.
- Capacity to work effectively in an Aboriginal organisation demonstrating respect for Aboriginal and Torres Strait Islander Peoples and Cultures.
- Commitment to delivering culturally appropriate services to Aboriginal and Torres Strait Islander clients.
- Demonstrated ability to provide high-level organisational and administrative skills.
- Demonstrated commitment to efficient and effective service delivery and a commitment to a client-centred focus.
- Ability to manage and balance priorities in an environment of high workloads and varied casework.
- Knowledge of Microsoft Office packages.
- Ability in the practical use of the office equipment's and office systems.
- Ability to work collaboratively and share decision making.
- Ability to demonstrate respect, approachability and mediation, consistency and model exemplary leadership qualities and behaviors.

7 Desirable Criteria

- Knowledge of Equal Opportunity, Worker Health, Safety and Welfare standards.
- An understanding of the objectives of Aboriginal Legal Rights Movement, its services and clients.
- Knowledge and understanding of the Organisations Core Values (Code of Ethics) and the Employee Conduct Policy.

8 Certified Correct

Approved: Chief Executive Officer _____ / /

Occupant: _____ / /