**Solicitor – Canberra ACT**

**12-month contract**

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| **Contract type** | Full-time 12-month contract (with possibility of extension) |
| **Salary**  | Graduate to Grade 1$57,596 - $76,519 base per annum depending on experience |
| **Location** | Canberra ACT |
| **Submit applications to** | Dean Rutherford – Managing Solicitordean.rutherford@alsnswact.org.au |
| **Applications close** | 5:00 pm Wednesday 2 March, 2022 |
| **Employee benefits** | ***Mobile Phone and Laptop******Salary Sacrifice***At the time of advertising, the ALS is deemed to be a Public Benevolent Institution. As a result, the ALS currently offers the option of Salary Sacrificing a portion of an Employee’s salary (Salary Packaging). Salary Packaging allows employees to elect an amount, up to the annual Australian Taxation Office limit (currently $15,900 per FBT year), to be deducted from their before tax salary. Salary Sacrificing is dependent on the Employee’s personal circumstances, the ALS cannot provide financial advice. |
| **Application sections and checklist** | Before submitting your application, please make sure you have completed all the requirements of the application. 1. Completed ALS Application Form
2. Cover Letter detailing how you meet the selection criteria
3. Up to date Resume / Curriculum Vitae (CV)
4. A copy of your current driver’s license
5. A copy of your Working With Children’s Check
6. A copy of your COVID-19 vaccination certificate
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| **Position Description** | The Position Description can be found at the end of this document.  |

**ALS Employment Application Form**

This form must be completed by all applicants.

By submitting this application, you are acknowledging that the information provided on this form and in the attached documents is true and correct.

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| --- | --- |
| **First name** |  |
| **Last name** |  |
| **Preferred name** |  |
| **Phone number**  |  |
| **Email address**  |  |
| **Residential address** |  |
| **Have you attached a copy of your current drivers’ licence?**  | ***Yes*** ***No*** |
| **Have you attached a copy of your COVID-19 vaccination certificate?** | ***Yes*** ***No*** |
| *Due to the nature of our work many of our positions require Employee’s to obtain and maintain a satisfactory Working with Children Check, National Police Check and a Criminal Police Check.*  |
| **Do you consent to undertaking a Police Check?** *Please note that not all items which appear on a Police Check will prevent a person from obtaining employment.* | ***Yes*** ***No*** |
| **Do you consent to undertaking a Working with Children Check?**  | ***Yes*** ***No*** |
| *All employees must provide details of two (2) Referees who are able to provide feedback on your past employment experience.* *If you do not have an employment reference, please provide the details of 2 people who are able to act as a Referee. These people should not be relatives.* |
| **I give consent to the ALS contacting the Referees listed below in relation to my application** | ***Yes*** ***No*** |
| *If you have answered “No”, please provide a reason* |  |
| **Referee One**  |
| **Name** |  |
| **Phone number**  |  |
| **Email address** |  |
| **Working relationship** |  |
| **Referee Two** |
| **Name** |  |
| **Phone number**  |  |
| **Email address** |  |
| **Working relationship** |  |

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| **How did you hear about this position?** *For example:* *ALS Website, Facebook, ALS Employee, Ethical Jobs, Koori Mail, Community Notice Board etc*  |  |

**Position Description**

**SOLICITOR**

Full-time 12-month contract (with possibility of extension)

**PRIMARY OBJECTIVE**

The primary responsibility of the solicitor is to undertake criminal appearance work as directed, covering matters within the ACT Magistrates Court and Children’s Court.

The primary work for this role will be undertaking duty bail and list work in the Act Magistrates Court. The position holder will also undertake specific activities including:

* List Sentence matters and defended hearings;
* Maintaining an up-to-date knowledge of relevant criminal law legislation, case law and court procedures;
* Research, prepare and provide representation for Aboriginal clients in criminal matters and prepare briefs for counsel and attend to instructing counsel;
* Ensure the lawful achievement of ALS core business objectives to the highest standards of probity.

The position holder will work autonomously, seeking the advice and support of the Managing Solicitor and Intermediate Solicitor on a regular basis and consults with them before determining applications for merit in complex matters.

The position is guided in its decision-making by relevant legislation, professional obligations, ALS policies, practices and guidelines

**REPORTING RELATIONSHIPS**

The position reports directly to Managing Solicitor but will be primarily supervised by the Intermediate Solicitor.The position will work collaboratively with colleagues to build a collaborative, productive and positive team and office environment.

**ORGANISATIONAL ENVIRONMENT**

The ALS aims to provide culturally appropriate information and referral, legal advice and court representation to Aboriginal and Torres Strait Islander men, women and children in NSW and ACT.

The ALS is committed to achieving justice for Aboriginal people and the Aboriginal community. The ALS remains committed to being community focussed; being fearless in our advocacy; accountable and ethical and aiming to make a difference to create better futures; while also acknowledging and respecting Aboriginal traditional values and cultural practices.

The Aboriginal Legal Service NSW/ACT Limited (ALS) is a public company limited by guarantee and a registered charity.

**Key Communications**

This position requires a hands-on, practical and flexible approach to problem solving, and excellent communication, negotiation and organisational skills and the ability to act autonomously and within a team environment.

***Internal:*** The position holder will liaise closely with the Intermediate Solicitor and Cluster Manager/Managing Solicitor. They will also interact regularly with their Legal Colleagues, Field Officers and Administrative staff.

***External:*** Externally the position holder will be required to establish and maintain relationships with a diverse range of stakeholders. The position holder will have regular contact with clients and potential clients requiring legal assistance, taking instructions, where appropriate and providing oral and written advice.

**Key Responsibilities and Accountabilities**

Perform responsibilities to a high standard within agreed timelines and in line with ALS vision, mission and values.

Key responsibilities include, but are not limited to:

* Undertaking daily duty bail and list work;
* Providing high quality and culturally appropriate legal advice and representation to Aboriginal clients and assisting them in resolving their legal problems and undertaking Court responsibilities
* Providing considered, independent, balanced and professional criminal law advice
* Researching, preparing, and providing representation for Aboriginal clients in Criminal Law matters and prepare briefs for counsel and attend to instructing counsel
* Effectively balancing the requirements of managing a busy caseload
* Maintaining an up to date knowledge of a diverse range of emerging criminal law, case law and court procedures
* Maintaining and enhancing professional competence, keeping abreast of legal developments, changes in ALS policies, systems, guidelines, practices and community needs
* Communicating with, taking instructions from, and effectively representing Aboriginal clients who may present as distressed, have a physical or intellectual disability, or have problem behaviours such as drug or alcohol addictions, when the legal concepts involved are complex and difficult for the client to understand
* Performing criminal law appearance work as directed covering matters within the ACT Magistrates Court and Children’s Court.
* Ensuring the lawful achievement of ALS core business objectives to the highest standards of probity and efficiency, and with due reference to the interests of all stakeholders
* Demonstrating continuing respect and support for Aboriginal cultural practices in dealing with clients, their families, communities, directors and staff. Continuing to learn about the customs and history of local Aboriginal and Torres Strait Islander communities
* Maintaining all files in an orderly and professional manner, including the recording of all data for statistical purposes
* Updating any diaries as required in the relevant office, coordinating diary and court schedules in order to maintain an efficient and effective legal practice
* Working collaboratively as a team member
* Developing and maintaining good negotiation and communication skills
* Keeping up to date on legal developments and procedures. Identifying training needs and attending training to maintain professional standards and retain a practicing certificate
* Ensuring all duties and activities are carried out in an ethical manner, complying with ALS policies, procedures and any other applicable guidelines or legislation.

**Knowledge, Skills and Experience**

***Essential Criteria***

To be successful in this position you will need to demonstrate:

* Knowledge and appreciation of the cultural and social needs of Aboriginal people combined with continuing respect and support for Aboriginal cultural practices when considering service delivery and other support for clients, their families, communities and staff
* Legal qualifications and a current ACT Practising Certificate (or be able to obtain one immediately)
* Up-to-date knowledge of the criminal law, including practice and procedure
* Proven capacity to identify and understand legal issues facing socially and economically disadvantaged Aboriginal and Torres Strait Islanders peoples
* Capacity and motivation to provide quality legal representation to Aboriginal people in rural and remote communities
* Excellent written and oral communication skills combined with strong time management, legal research and problem-solving skills
* Ability to meet deadlines, work autonomously and manage a diverse workload
* Excellent analytical and research skills
* Knowledge and experience working with Microsoft Office Suite
* A willingness and ability to travel to ALS’ various offices (regional and metropolitan), conferences (local and interstate) and events.

***Desirable Criteria***

* A minimum of 6 months experience working in Criminal Law
* Experience in running lists, bail applications and sentence hearings.