**Intermediate Solicitor – Tamworth**

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| **Contract type** | Full time, Permanent |
| **Salary range** | S3.1 – S3.4 (*dependent on experience*)  $87,285 - $94,562 *plus* superannuation |
| **Location** | **Tamworth**, NSW |
| **Submit applications to** | Curtis Penning, Acting Deputy Principal Solicitor  E: [curtis.penning@alsnswact.org.au](mailto:curtis.penning@alsnswact.org.au) |
| **Applications close** | **Wednesday 9 November 2022** |
| **Recruitment notes** | The successful applicant will need to have a willingness and ability to travel to regional and metropolitan locations, conferences (local and interstate) and events. This may include overnight stays.  All ALS employees are required to be fully vaccinated against COVID-19 due to workplace safety obligations.  *Due to the nature of our work many of our positions require Employee’s to obtain and maintain a satisfactory Working with Children Check (NSW) or Working with Vulnerable People (ACT), National Police Check and a Criminal History Police Check.*  The position offered to the Employee will be subject to the Employee’s acceptable Police Checks and the ability to obtain a Working with Children or Vulnerable People Check. |
| **Employee benefits**  ***Salary sacrificing*** | 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 *(page 3)* 2. Cover Letter covering how you meet the selection criteria *(page 6)* 3. Up to date Resume/ Curriculum Vitae 4. A copy of your current driver’s license 5. A copy of your Working with Children’s or Vulnerable Persons Check 6. Covid-19 Vaccination Certificate(s)   Incomplete applications will not be accepted. |
| **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**  *(optional)* |  |
| **Do you identify as Aboriginal or Torres Strait Islander?** | ***Yes No*** |
| **Have you attached a copy of your current drivers’ licence?** | ***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 obtaining a Working with Children Check (NSW) or a Vulnerable Persons Check (ACT)** | ***Yes No*** |
| **How did you hear about this position?** *For example: ALS Website, Facebook, ALS Employee, Ethical Jobs, Koori Mail, Community Notice Board etc* |  |

**POSITION DESCRIPTION**

**Intermediate Solicitor, Criminal Law Practice**

**PRIMARY OBJECTIVE**

The primary responsibility of the Intermediate Solicitor, Criminal Law Practice within a designated ALS Office is to:

* Manage the Committals Practice by taking direct carriage of at least 50% of the committal matters arising and allocating the remainder to the solicitor(s).
* Manage the District Court (Short Matters) Practice by allocating all District Court short matters and taking carriage of, and appearing in the majority of short matters, especially sentence matters.
* Prepare and run complex Local Court (‘LC’) and Children’s Court (‘CC’) hearings and sentence matters and oversee the management of the LC/CC Practice.
* Manage the allocation of Local/Children’s Court Circuits to Solicitors and Field Officers.

**REPORTING RELATIONSHIPS**

Duties are performed under the ultimate guidance and direction of the Chief Executive Officer (CEO).

The position reports directly to their respective Managing Lawyer (Cluster)/Managing Lawyer. The position also reports indirectly to their respective Deputy Principal Solicitor, Criminal Law Practice.

The position is a supervising staff member of one of the ALS Office teams located within a designated Cluster and as such will contribute together with other work colleagues in collaborative teamwork and team building.

**ORGANISATIONAL ENVIRONMENT**

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

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.

**KEY COMMUNICATIONS**

This is an important supervisory position with the ALS and high level plain English written and oral communication and strategic skills are essential to meeting the requirements of the role, as well as a hands-on practical and flexible approach to problem solving.

**Internal:** The position holder will liaise closely with the designated Managing Lawyer (Cluster)/Managing Lawyer. They will also mentor and oversee solicitors and regularly interact with their other Legal Colleagues, Field Officers and Assistants/Administrator.

**External**: The position holder will liaise with external stakeholders to ensure the efficient and professional conduct of committal matters. They will also be responsible for developing and maintaining inter-agency and stakeholder relationships

The position will ensure high quality ‘culturally appropriate’ representation to ALS clients in all committal matters, and at first instance, promptly deal with any complaints by clients and/or family members.

**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:

* Take direct carriage of at least 50% of the committal matters arising and allocate the remainder to the solicitor(s).
* Allocate all District Court short matters and take carriage of, and appear in, the majority of short matters arising, especially sentence matters.
* Directly supervise the mentoring of solicitors with the conduct of committal matters, out of court regarding advocacy and administrative matters with the aim to assist them achieve a capable level of maintaining a reasonable and appropriate committals practice.
* Advise the Deputy Principal Solicitor of all matters listed for trial in District Courts as soon as possible after the matter is listed and liaise on the allocation of briefs to counsel for all Trials.
* Prepare and run complex Local Court (‘LC’) and Children’s Court (‘CC’) hearings and sentence matters and oversee the management of the LC/CC Practice.
* Liaise with external stakeholders (Courts/DPP/LAC/CC/DJJ) to ensure the efficient and professional conduct of the committals practice and district court matters, local court and children’s court practice.
* Responsible for developing and maintaining inter-agency relationships covering legal and law enforcement related jurisdictions.
* Manage the allocation of Local/Children’s Court Circuits to solicitors & field officers.
* Hold regular diary meetings with other solicitors to allocate list work and defended hearings; allocate complex sentence matters; plan diary allocations; ensure the ‘fair and balanced allocation of work’ to all solicitors; oversee and make all necessary adjustments to the electronic diary.
* Develop and maintain stable, productive, professional and collaborative intra-office working relationships between all staff members.
* Assist with the planning and training of solicitors commencing work and with their program of Continuing Professional Development.
* Assist in the preparation of District Court short matters allocated to solicitors with permission to appear.
* Ensure high quality ‘culturally appropriate’ representation to ALS clients in all committal matters, and at first instance, promptly deal with any complaints by clients and/or family members.
* Maintain a ‘Strictly Indictable Table’, update and release to all office staff on a weekly basis and provide a monthly copy to the Deputy Principal Solicitor
* Liaise with the Managing Lawyer (Cluster)/Managing Solicitor and Deputy Principal Solicitor on any complex committal matters and seek approval to retain Counsel pre-committal.
* Responsible for the resolution of ethical issues/questions in consultation with solicitor in question (and the management where necessary) and for the resolution of conflict issues/determination.
* Responsible for the appropriate referral of clients to the LAC and other private practitioners/firms and briefing Counsel (to appear and advise).
* Maintain an up-to-date knowledge of relevant criminal law legislation, case law and court procedures.
* Ensure 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.
* Provide considered, independent, balanced and professional criminal law advice.
* Ensure all policies and practices are ethical and comply with the ALS’s policies and workplace health and safety legislation and promote the establishment of equal employment and access in accordance with agreed statutory policy.
* Assist with the development of submissions on law reform and represent the ALS at meetings, conference and seminars as directed.
* Keep up-to-date on legal developments and procedures and identifying training needs and attending training to maintain professional standards and retain a practicing certificate.

**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 in dealing with clients, their families, communities and staff
* Legal qualifications and a NSW Practicing Certificate with a minimum of 2 years’ experience in Criminal Law
* In-depth knowledge of the Criminal Law, including practice and procedure
* Proven capacity to provide a strong advocacy role in leading the District Court and Committal Practices, along with the LC/CC practice
* Demonstrated management, supervisory and mentoring skills of a multidisciplinary team of staff
* Capacity to provide high quality legal representation and advice to Aboriginal people and deal with any complaints by clients and/or family members
* Excellent written and verbal communication skills and time management skills
* Ability to meet deadlines, work without supervision and manage a diverse workload
* Willingness to drive or fly lengthy distances within the Region and stay overnight or longer to undertake court work or training
* Demonstrated commitment to the effective implementation of Workplace Health and Safety and Ethical and Diversity practices in the workplace

***Desirable Criteria***

* Current valid unrestricted NSW Driver’s licence and a willingness to drive in metropolitan and country locations, travel intrastate and stay overnight or longer