

Solicitor, Grade 1 – Family Violence Prevention Unit

Contract type	Full time, fixed term to December 2023 (extension possible, pending funding)
Salary range	\$1.1 – \$1.4 \$69,241 - \$75,741 (dependent on experience) <i>plus superannuation</i>
Location	Canberra, ACT (Care & Protection/ Family Law practice)
Submit applications to	Ann Pitkeathly, Recruitment Manager E: ann.pitkeathly@alsnswact.org.au
Applications close	COB Monday 29 May 2023
Recruitment notes	<p>All ALS employees are required to be fully vaccinated against COVID-19 due to workplace safety obligations.</p> <p><i>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.</i></p> <p>The position offered to the employee will be subject to the employee's acceptable Police Checks and the ability to obtain a Working with Vulnerable People Check.</p>
Employee benefits Salary Sacrificing	<p>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 packaging a portion of an employee's salary.</p> <p>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.</p> <p>Salary packaging benefit is dependent on the employee's personal circumstances, the ALS cannot provide financial advice.</p>
Application sections and checklist	<p>Please make sure you have completed all the requirements of the application.</p> <ol style="list-style-type: none"> 1. Completed ALS Application Form (<i>page 2</i>) 2. Cover Letter stating how you meet the selection criteria (<i>page 5</i>) 3. Your up to date Resume 4. A copy of your current driver's license 5. A copy of your Working with Vulnerable Persons Check 6. A copy of your Covid-19 Vaccination Certificate(s) <p>Incomplete applications will not be accepted.</p>
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.

First name			
Last name			
Preferred name			
Phone number			
Email address			
Residential address <i>(optional)</i>			
Do you identify as Aboriginal or Torres Strait Islander?	Yes Aboriginal Torres Strait Islander Aboriginal & Torres Strait Islander	No <input type="checkbox"/>	
Have you attached a copy of your current drivers' licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>Due to the nature of our work many of our positions require Employee's to obtain and maintain a satisfactory Working with Children or Vulnerable Persons Check, National Police Check and a Criminal Police Check.</i>			
Do you consent to undertaking a Police Check? <i>Please note that not all items which appear on a Police Check will prevent a person from obtaining employment.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Do you consent to obtaining a Working with Children Check (NSW) or a Vulnerable Persons Check (ACT)	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If held: WWCE</i> <i>Expiry date:</i>	
How did you hear about this position? <i>For example: ALS Website, Facebook, ALS Employee, Ethical Jobs, Koori Mail, Community Notice Board etc</i>			

POSITION DESCRIPTION

SOLICITOR, GRADE 1-2

FAMILY VIOLENCE PREVENTION UNIT

CANBERRA

FIXED TERM CONTRACT

PRIMARY OBJECTIVE

The primary objective of the position is to deliver of culturally appropriate legal advice, and representation to clients experiencing or at risk of family and domestic violence in accordance with the ALS policies, procedures and guidelines in Care & Protection/Family Law including early intervention and outreach services, community legal education and referrals.

The position holder will work autonomously, under the supervision of the Senior Solicitor, Family Violence Prevention Unit (FVPU) or their delegate and seek advice and support on a regular basis consulting with them before determining legal issues in complex matters.

The position requires a great deal of dedication; a very high level of professionalism and legal acumen; a prodigious aptitude for attention to detail; and a capacity and willingness to function as both a mentor and/or supervisor and advocate simultaneously (where appropriate and directed) whilst serving Aboriginal and Torres Strait Islander clients.

This is an important position within the ALS and is guided in its decision-making by relevant legislation and professional obligations, ALS policies, practices and guidelines.

REPORTING RELATIONSHIPS

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

The position reports directly to the Senior Solicitor – FVPU, or as directed by the Principal Solicitor, Care & Protection/ Family Law, or their delegate.

The position holder will work collaboratively with colleagues to build a collaborative, productive and positive team and office environment.

ORGANISATIONAL ENVIRONMENT

The ALS is an Aboriginal owned and an Aboriginal community-controlled organisation (ACCO) which is incorporated, limited by guarantee and a registered charity.

The ALS provides culturally appropriate information and referral, legal advice and representation to Aboriginal and Torres Strait Islander people including children in NSW and the ACT. It is committed to achieving justice for Aboriginal and Torres Strait Islander people and their communities. The ALS does this by ensuring it remains committed to being community focused, being fearless in its

advocacy, accountable, and ethical and aiming to make a difference to create better futures, while also acknowledging and respecting Aboriginal values and cultural practices.

The ALS has received funding in order to provide legal services in Canberra, ACT and on the South Coast of NSW (in Nowra) through the FVPU. This is a holistic service providing legal representation, advice, casework assistance and referrals to Aboriginal families impacted or affected by family violence and related issues such as homelessness or contact with child protection. The FVPU also seeks to provide early support around intervention and community education around alternative pathways to ensure children are not removed from families and communities.

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 Senior Solicitor, Family Violence Prevention Unit. They will also interact regularly with their legal colleagues, casework and community engagement officer 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:

- Providing high quality and culturally appropriate legal advice and representation to Aboriginal and Torres Strait Islander clients in domestic violence, care and protection and family law and assisting them in resolving their legal problems and undertaking court responsibilities
- Providing legal advice and referrals to vulnerable Aboriginal and Torres Strait Islander clients experiencing family and domestic violence
- Providing considered, independent, balanced and professional legal advice in the areas of family law, care & protection law
- Maintaining an up-to-date knowledge of a diverse range of emerging legal issues, case law and court procedures
- Maintaining and enhancing professional competence, including maintaining a practising certificate, keeping abreast of legal developments, changes in ALS policies, systems, guidelines, practices and community needs
- Communicating with, taking instructions from, and effectively representing Aboriginal & Torres Strait Islander clients experiencing family and domestic violence 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
- 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

- Maintaining all files in an orderly and professional manner, including the recording of all data for statistical purposes
- Managing systems and technology which have a significant impact on the legal practice, including adapting to and enhancing the use of these systems
- Working collaboratively as a team member and manage a busy workload
- Contributing to submissions on law reform and policy, and representing the ALS-FVPU at meetings with stakeholders, conferences and seminars as directed
- Delivering targeted community legal education on family and domestic violence to Aboriginal and Torres Strait Islander communities and clients
- 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 NSW or ACT Practising Certificate (or be able to obtain one immediately)
- Up-to-date knowledge of and experience in Domestic Violence, Care & Protection and Family Law matters in either NSW or the ACT, including court practice and procedure
- Understanding of the dynamics of family and domestic violence and its effect on Aboriginal and Torres Strait Islander families
- 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 communities
- Excellent written and oral communication skills combined with strong time management, legal research, analytical and problem-solving skills
- Ability to meet deadlines, work autonomously and manage a diverse workload

Desirable Criteria

- Experience working in Domestic Violence, Care & Protection and/or Family Law matters
- Experience conducting matters in Local Courts/Magistrate's Courts, Children's Courts, Federal Circuit & Family Court, District Court, Supreme Court