



## POSITION DESCRIPTION – PD009

### Legal Practitioner (Criminal Law) – Regional (Queensland)

#### Full Time, Fixed Term

#### A. CONTEXT, PURPOSE OF THE ROLE AND OPPORTUNITY:

##### About us

The Aboriginal and Torres Strait Islander Legal Service (Qld) Limited (ATSILS), is a community-based public benevolent organisation established to provide professional and culturally competent legal services for Aboriginal and Torres Strait Islander people across Queensland. The founding organisation was established in 1973. We now have 25 Queensland offices and more than 190 personnel.

Our Vision is to be the leader in the delivery of innovative, professional and culturally competent legal and other support services. Our mission is to foster collaborative partnerships with our communities, key government and non-government stakeholders to influence positive change and deliver high quality legal and other support services for our people within or exposed to the justice system.

##### Purpose of the role

is to provide high quality legal representation to clients in a busy regional team environment.

This role allows a qualified and organised legal professional to provide enthusiastic and diligent service with Aboriginal and/or Torres Strait Islander Court Support/Field Officers and administrative support staff. The majority of our client demand provides excellent opportunity in criminal casework for a professional advocate. (In most of our offices, civil and family jurisdictions are also covered.)

##### Opportunity

You will have frequent opportunity to provide expert information directly to clients, and to external stakeholders about client matters. You can rely on the State-wide resources of the Principal Legal Officer and the Director of Law (Criminal Law), and your immediate legal team.

A corporate services team based in Brisbane provides administrative, human resources and public relations support; locally, administration support with regional management ensures a knowledgeable office system.

Our Regional Offices provide a rewarding social justice environment for service delivery which is achieved through one-to-one in person, by teleconference, phone and satellite, direct community visiting and at our offices.

#### B. REPORTING STRUCTURE:

Duties are performed under the guidance and direction of the Chief Executive Officer, Principal Legal Officer, and the Director of Law (Criminal Law), with local reporting to the Regional Manager (also a Legal Practitioner).





## C. SELECTION CRITERIA

### ESSENTIAL CRITERIA (6)

1. **Values:** Alignment to the values and vision of ATSILS and an appreciation of and sensitivity to the challenges our clients have faced, and continue to face, for their right to justice and equity;
2. **Qualifications:** Admission as a legal practitioner within the State of Queensland or holder of (or eligibility for immediate acquisition of) a current practising certificate.
3. **Multi-skilling:** Capacity to provide both high level client services in criminal law proceedings (including making applications for bail; pleas in mitigation; appearing at call-overs, committal hearings and summary hearings;) while ensuring exemplary case management standards;
4. **Core legal duties:** Proven high level of professional service in all aspects of criminal law – with both adult and youth jurisdictions; a demonstrated knowledge of diversionary alternatives available to police/magistrates/judges;
5. **Confidence in and knowledge of legislation:** An in-depth working knowledge of the *Youth Justice Act 1992*, (as amended) and the *Criminal Code 1899*, (as amended), with a commitment to keeping up to date on law and procedure;
6. **Access, teamwork and communication:** preparedness to work after hours if necessary; willingness to assist in the development of Court Support/Field Officers' and other legal staff members' training/education; sound interpersonal and communication skills.

### DESIRABLE CRITERIA (2)

7. **Ability to use Microsoft Office in a Windows networked environment:** ideally in Windows 2007 or 2010 with Microsoft Word, Outlook and either Internet Explorer or Google Chrome internet browser(s), and an ability to work with legal databases and shared internet-based calendars is highly regarded.
8. **Mobility, access and safety:**
  - a current Queensland Driver licence and ability to drive in all reasonable conditions may be required for the role dependent upon the location;
  - a willingness to undergo a criminal record check to achieve a National Police Certificate (Australia-wide Disclosable Criminal History).

These selection criteria and your responses must be entered into the ATSILS Recruitment Form or online. This form is available from <http://www.atsils.org.au/job-vacancies>.





## D. CORE DUTIES

1. Ensure that Aboriginal and Torres Strait Islander people are provided with conscientious, culturally competent, ethical and enthusiastic representation within the criminal justice system.
2. Prepare and conduct summary hearings and committal hearings in both the juvenile and adult criminal jurisdictions.
3. Attend mentions/callovers; make bail applications (including Supreme Court bail applications if required); and present submissions in mitigation of sentence.
4. Participate in circuit court rosters as required.
5. Provide legal advice and minor assistances across the legal spectrum (with appropriate referrals where necessary etc.).
6. Maintain a high level of knowledge and understanding of criminal justice issues impacting upon Aboriginal and Torres Strait Islander people through continuing education.
7. Undertake other duties as may be reasonably required (within the general ambit of the position).

## E. TEAM, COMMUNICATION & QUALITY IMPROVEMENT DUTIES

8. Undertake study or training which might, from time to time be determined by the Executive, and contribute to the professional development of other team-members (including Court Support/Field Officers) as required.
9. Take part in workplace health and safety compliance initiatives and support other team members to do the same.
10. Contribute to a supportive team environment, through various workplace activities.
11. Participate in annual appraisal of own work, and attend and document regular supervision sessions with the staff to whom you report.





## F. CORE COMPETENCIES

Your performance will be evaluated on the following facets:

- ability application of your knowledge of law and procedure in the criminal law jurisdiction as well as your commitment to improvement in this area;
- extent to which your communication is relevant, articulate and concise (both oral and written) including developing an ability to present effectively to external stakeholders;
- degree to which your service is friendly, culturally competent and flexible for our clients, staff and visitors;
- capacity to develop and demonstrate supportive, positive and consistent relationships with your team members while embracing diversity;
- ability to juggle competing schedules, inside and outside the office environment reflecting strong organisational skill (including compliance to file management protocols); and
- development in assisting clients with complex needs in a timely, calm manner demonstrating consistent contribution in a well-balanced, stress-managed working environment.

## G. ATSILS Qld Contract and Location

- This position attracts a remuneration package and conditions as per the ATSILS Contract. The starting gross salary is from \$56,200 (plus superannuation and leave loading) and ranges well above this figure dependent upon experience and legal qualifications
- Our standard full-time, fixed term contract is offered, subject to performance and funding. Additionally, under ATO regulations, we offer an optional tax-free salary sacrifice threshold which considerably reduces taxable income.
- ATSILS offers study leave, for approved work-related courses after a qualifying period.
- The Aboriginal and Torres Strait Islander Legal Service (Qld) Ltd adheres to the tenets of Equal Opportunity Employment.
- **Location:** ATSILS offices in Beenleigh, Cairns, Charleville, Hervey Bay, Ipswich, Mackay, Mt Isa and Normanton, Murgon, Rockhampton, Toowoomba, Thursday Island, Townsville, Southport.

**For further information please contact:**

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