**Managing Solicitor– ALS Family Violence Prevention Unit**

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| **Contract type** | Full time, fixed term up to 31 December 2023 |
| **Salary range** | $95,475 to $104,004 base salary - depending on experience |
| **Location** | Canberra or Nowra |
| **Submit applications to** | Zoe De Re   (she/her)  Acting Principal Solicitor (Care & Protection/Family Law Practice)  Aboriginal Legal Service (NSW/ACT) Limited  E  [zoe.dere@alsnswact.org.au](mailto:zoe.dere@alsnswact.org.au)  P (02) 6623 4450 |
| **Applications close** | Friday 25 February 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.  The position offered to the Employee is subject to the Employee agreeing to a Police Check and a Working with Children Check.  It is a condition of employment at the ALS to be double vaccinated against COVID -19 . |
| **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 dependant 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 responding to 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. Your COVID-19 Vaccination certificate |
| **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 references, 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**

**Managing Solicitor, Family Violence Prevention Unit**

**PRIMARY OBJECTIVE**

The primary responsibility of the Managing Solicitor- Family Violence Prevention Unit (FVPU) is to support the Principal Solicitor, Care & Protection/Family Law Practice in the delivery of culturally appropriate legal advice, including early intervention and outreach services, representation, community legal education being provided by the Family Violence Legal Service .

The position holder is responsible for also assisting in the management of staff and resources within the Family Violence Legal Service, the allocation of work and workloads, the provision of legal advice and representation to clients in care & protection, family and civil matters and the implementation of relevant ALS policies and procedures for those services.

The position holder also supports the Principal Solicitor in developing and implementing policies and strategies to improve the provision of legal advice and monitoring and evaluating of emerging matters to determine their potential impact in the delivery of these services.

**REPORTING RELATIONSHIPS**

The position reports directly to the ALS’ Principal Solicitor, Care & Protection/Family Law Practice and team members of the Practice report directly to the position holder.

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

The position holder is also a staff member of either the Canberra or NSW South Coast (Nowra) office and as such will contribute together with other work colleagues in collaborative team work and team building.

**ORGANISATIONAL ENVIRONMENT**

The Aboriginal Legal Service NSW/ACT Limited (ALS) is a non-government public company and registered charity. It is primarily funded by the Australian Government Attorney-General’s department and managed by an Aboriginal Board and governed by the ALS Company. The Company consists of thirty Aboriginal people from NSW and ACT and Company members are elected for three-year terms and represent their community.

The ALS is one of the largest Aboriginal legal practices delivering legal services to Aboriginal people in Australia. With over 200 staff, we provide information and referral, legal advice and court representation in criminal law, family law and care and protection law to Aboriginal men, women and children in 24 offices across urban, regional and remote NSW and ACT.

The ALS has recently 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 FVPLS also seeks to provide early support around intervention and community education around alternative pathways to ensure children are not removed from families and communities.

The ALS FVPU is committed to achieving justice for Aboriginal people and the Aboriginal community. This is achieved by: ensuring 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 a key position with the ALS and high level plain English written and oral communication and management skills are essential to meeting the requirements of the role, as well as a hands-on practical and flexible approach to problem solving.

***Internal*:** Theposition holder will liaise closely with the Principal Solicitor, fellow legal practitioners and staff members on a day to day basis. Providing advice to the team members on a range of care & protection/family matters.

***External*:**  Externally the position holder will be required to establish and maintain relationships with Commonwealth, State and Local agencies, Consultative Committees, Court and Professional bodies. and a diverse range of third party stakeholders.

**CHALLENGES**

Major challenges faced by the position are:

* Meeting the demand to deliver adequate and culturally appropriate care & protection/family law services, advice and support to a variety of ALS-FVPU stakeholders;
* Prioritising service provision commensurate with available resources and within time constraints;
* Identifying factors contributing towards lack of appropriate legal representation for Aboriginal communities and stakeholders;
* Improving communication barriers between parties to improve outcomes for children and young people and preventable delays in decision/ determinations with matters;
* Managing a diverse workforce within the care & protection/family law team and effectively balancing workloads and caseloads;
* Maintaining focus on the legal, business and community responsibilities of the ALS and ALS-FVPU;
* Maintaining an up to date knowledge and response to a diverse range of emerging care & protection/family law issues and professional law related issues.
* Maintaining and enhancing professional competence, keeping abreast of legal developments, changes in ALS policies, systems, guidelines, practices and community needs.
* Adapting to new systems and technology which have a significant impact on the practice.
* Ability to balance the primary role as a Manager with the workload of conducting a legal practice as a Senior Solicitor.

**DECISION MAKING**

The position is guided in its decision-making by relevant legislation and by the ALS policies, practices and guidelines. The position holder makes independent decisions relating to their day-to-day conduct of the care & protection /family law practice within this context.

The position seeks the advice and support of the ALS’ Principal Solicitor, Care & Protection/Family Law Practice on a regular basis and consults with them on issues having a wide-ranging effect on the Practice’s business and operational activities.

**MAJOR ACCOUNTABILITIES**

* Support the Principal Solicitor in the delivery of legal advice, including early intervention and outreach services, representation, community legal education primarily in family law matters but also state care and protection matters.
* In consultation with the Principal Solicitor, management and supervision of staff and resources within the FVPU;
* Allocation of work and management of workloads and the implementation of policies and procedures for those functions.
* Assist in the organising and convening of regular staff meetings and CLE seminars.
* Support the Principal Solicitor in the implementation of policy and strategies to improve the provision of legal services to clients of the ALS.
* Under the direction of the Principal Solicitor conduct recruitment of staff and volunteers and manage their induction, training, supervision and professional development;
* Manage career development opportunities to improve staff retention and conduct regular staff performance evaluations;
* Co-ordinate, research, prepare and provide representation for Aboriginal clients in care & protection/family matters and issues;
* Participate in community education programs and liaise with community members and key stakeholder groups to create opportunities to increase the ALS-FVPU profile;
* Contribute in the development and review of ALS related Care & Protection/Family Law policies, procedures and guidelines;
* Oversee the representation of Aboriginal clients before the criminal justice system in the Local/Magistrates, Children’s, District and Supreme Courts, and other courts or tribunals;
* Maintain an up-to-date knowledge of relevant care & protection family law legislation, case law and court procedures;
* Work together with the Principal Solicitor and other staff in the provision of business’s overall legal services delivery;
* 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;

**KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

***Essential Criteria***

* 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.
* Admitted as a legal practitioner of the Supreme Court of New South Wales or the Supreme Court of ACT with a practising certificate or eligible for a practising certificate with up to 6 years of demonstrated experience in the relevant fields of law.
* Proven ability to manage the day to day activities of a Family Violence Prevention Legal Service office at various locations including the supervision of staff, the allocation of work, and management of workloads and regular review of performance.
* Demonstrated knowledge, experience and understanding of relevant care & protection/family legislation, case law and court proceedings and ability to effectively represent and advocate for Aboriginal clients;
* Demonstrated excellence in consultation, interpersonal, influencing, motivational, negotiation and conflict resolution skills, combined with strong people management skills and excellent oral and written communication skills.
* Ability to meet deadlines, work without supervision and manage a diverse workload.
* Demonstrated commitment to the effective implementation of Workplace Health & Safety and Ethical and Diversity practices in the workplace.
* Perform other duties as deemed appropriate and as delegated by the Principal Solicitor.