|  |  |
| --- | --- |
| Organisation | Caxton Legal Centre  |
| Business Unit/Practice | Coronial and Custodial Justice |
| Location | Brisbane |
| Reports to | Legal Practice Director |
| Award | *Social, Community, Home Care and Disability Services Award 2010* |
| Grade/Band | Level 5 |
| Approved By | CEO |
| Date of Approval | March 2019 |

Overview of Caxton

Caxton Legal Centre represents the interests of people who are disadvantaged or on a low income when they come into contact with the law. We do this by strategically advocating to government, providing legal advice and social work services, publishing legal information and building community awareness about the issues faced by the people we help.

Caxton is an independent, non-profit, non-government community legal centre. We are committed to achieving the best outcomes for people who are on a low income or otherwise disadvantaged by working with partners from the community, government, university and private sectors.

# Our vision:

#  A just and inclusive Queensland.

# Our values:

Caxton approaches people and its work in the community with a commitment to:

* Accountability and Responsibility - going above and beyond what is expected
* Compassion and Empathy - showing our genuine concern for others
* Respect – valuing all people no matter what
* Integrity - saying and doing the right thing
* Collaboration - believing in the power of working with others

Primary purpose of the role

The lawyer is responsible for providing legal advice and casework to clients in the Bail Support Program. The position is responsible for assessing whether a client is a suitable applicant for bail and if so, making applications for bail.

# Key accountabilities

* Apply and strengthen existing knowledge of relevant areas of law to deliver legal advice and casework as directed by the Practice Director
* Work collaboratively to provide a holistic, client-centered service to diverse clients within a human rights framework
* Deliver community education, engage in sector development and networking; contribute to law and policy reform
* Attending prisons to meet with clients

Key challenges

* Working with clients with complex legal and social issues
* Providing advice to clients who may have an impairment or be culturally or linguistically diverse

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| * Social workers
 | * To provide a holistic service to clients beyond legal advice
 |
| * Front office team
 | * For coordination of client clinics
 |
| **External** |  |
| * QCS and Correctional Centre General Managers
 | * To ensure effective operation of Bail Support Program
 |

# Role dimensions

## Decision making

Identify and refer clients with social welfare issues to the social worker

## Direct reports

Nil

## Budget/Expenditure

Nil

Essential requirements

Bachelor of Laws

Admitted or eligible for admission as a legal practitioner of the Supreme Court of Queensland

Current Unrestricted Practising Certificate

Demonstrated experience in criminal law

Eligible to hold a Queensland Corrective Services Yellow Card and criminal history check.

Current Drivers Licence

*Evidence of current vaccination against covid-19*

# Capabilities for the role

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

|  |  |  |
| --- | --- | --- |
| **Capability** | **Capability Descriptor** | **Level** |
|  | Resilience and courage | Competent |
| Integrity | Advanced |
| Self-motivated | Competent |
| Diversity | Competent |
|  |  |  |
| A close up of a logo  Description generated with high confidence | Communication | Competent |
| Client Service | Competent |
| Collaboration | Competent |
| Influence and negotiate | Advanced |
|  |  |  |
| A close up of a sign  Description generated with very high confidence | Deliver results | Competent |
| Plan and prioritise | Competent |
| Problem solving | Competent |
| Accountability | Competent |
|  |  |  |
|  | Finance | Basic |
| Technology | Competent |
| Procurement | Basic |
| Innovation | Competent |
|  |  |  |
| A close up of a logo  Description generated with high confidence | Manage and develop | Competent |
| Inspire direction and purpose | Basic |
| Business outcomes  | Basic |
| Change | Competent |

## Focus capabilities

The focus capabilities for the role are the capabilities in which employees must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

|  |  |
| --- | --- |
| **Group and Capability** | **Behavioural Indicators** |
| **Personal qualities** |  |
| Resilience and courage | * Give open and honest feedback, be comfortable to challenge issues and seek alternatives
 |
| Competent |
| Integrity | * Model the highest standards of ethical behaviour and influence others to do the same
* Seek feedback and reflect in order to improve performance
 |
| Advanced |
| Self-motivated | * Understand own skills and ability and identify areas for growth and development to optimise performance
 |
| Competent |
| Diversity | * Recognise and be responsive to different experiences, perspectives, values and beliefs
 |
| Competent |
| **Relationships** |   |
| Communication | * Tailor communication both in writing and in person to suit the audience with the ability to clearly explain concepts
 |
| Competent |
| Client Service | * Demonstrate a strong knowledge of services available to clients and respond to requests in a timely and consistent way
 |
| Competent |
| Collaboration | * Build co-operative and supportive relationships across the organisation to solve problems, develop better processes and approaches to work
 |
| Competent |
| Influence and negotiate | * Influence outcomes in a reasonable and measured way, presenting persuasive arguments
* Demonstrate sensitivity and understanding in resolving conflicts
 |
| Advanced |
| **Results** |   |
| Deliver results | * Take responsibility for delivering outcomes within prescribed timeframes and working with relevant people to successfully achieve goals
 |
| Competent |
| Plan and prioritise | * Respond proactively to changing circumstances and adjust plans and priorities accordingly
 |
| Competent |
| Problem solving | * Research and analyse information to provide accurate evidence-based advice
 |
| Competent |
| Accountability | * Understand and apply high standards of accountability to own work and the impact on the broader team
 |
| Competent |
| **Business acumen** |   |
| Finance | * Awareness of financial delegation principles
 |
| Basic |
| Technology | * Demonstrate a sound understanding of technology used in the organisation and possess the ability to assess the most appropriate technology for assigned tasks
 |
| Competent |
| Procurement | * Comply with basic purchasing requirements
 |
| Basic |
| Innovation | * Questions current practices to identify more efficient and effective ways to deliver organisational outcomes
 |
| Competent |
| **People management** |   |
| Manage and Develop People | * Ability to clearly communicate roles and responsibilities
 |
| Competent |
| Inspire direction and purpose | * Promote a sense of purpose within the team linked to the broader organisational vision
 |
| Basic |
| Business outcomes | * Ability to clearly communicate team direction, reasons for decisions and the impact on individual roles
 |
| Basic |
| Change | * Engage with staff around change initiatives, providing clear guidance, coaching and support
 |
| Competent |

I acknowledge that I have received a copy of this Position Description and have read and fully understand all accountabilities, challenges and relationships contained within.  I accept that I will observe them fully during my employment.

|  |  |
| --- | --- |
| Staff member signature: |  |
| Staff member name: |  |
| Date: |  |