

Legal Aid Commission (ACT)

POSITION TITLE: Special Counsel
CLASSIFICATION: Legal 6

The Legal Aid Commission (ACT)

The Commission is established under the *Legal Aid Act 1977*. Its mission is to promote a just society in the Australian Capital Territory by:

- ensuring that vulnerable and disadvantaged people receive the legal services they need to protect their rights and interests
- developing an improved community understanding of the law, and
- seeking reform of laws that adversely affect those we assist.

Further information about the Commission can be found at <http://www.legalaidact.org.au>

Legal Aid ACT Lawyers

Lawyers provide legal advice, representation in ACT and Commonwealth courts and tribunals, engage in outreach services and community legal education and assist with law reform proposals. Lawyers represent clients in courts and tribunals and may appear as counsel in superior courts.

Lawyers employed by the Commission have the same rights, privileges and responsibilities as a member of the private legal profession, including the same professional requirements.

The Position

The Legal 6 will undertake a range of complex legal work, and will be expected to appear as counsel in courts and tribunals. The position encompasses a key role in the legal education and support for all staff to maintain legal currency. As a highly experienced Lawyer, this role is expected to support the Commission's policies and objectives, provide legal leadership and may be required to attend Commission board meetings and represent the Commission at government and non-government forums as relevant to the role. The work undertaken in this position may include conducting staff training and mentoring and providing holistic legal guidance to specific functions within the Commission.

This is a senior advocate position and will be expected to have a focus on specialist advice and representation, development, and whole of organisation support for our lawyers. This position would participate in the Executive and Senior Leadership of the Commission.

This position will report directly to the Chief Executive Officer.

Essential duties and responsibilities

- 1 Appear as counsel in Territory and Commonwealth courts and tribunals, particularly in large and/or complex matters.
- 2 Provide legal advice and information to clients.

- 3 Attend remand and prison facilities to provide legal advice and information.
- 4 Provide outreach services established by the office and provide legal advice and other services as required.
- 5 Maintain effective working relationships with external parties, including the courts, the Law Society and Bar Association, community legal centres and law schools.
- 6 Undertake community legal education.
- 7 Provide guidance, supervision and mentoring to lawyers and student placements.
- 8 Participate in the preparation of law reform submissions and responses to law reform proposals.
- 9 Participate in and provide strategic direction at internal and external meetings and forums, including to the Commission Board as requested.
- 10 Other duties as directed.

Selection criteria

- 1 Demonstrated high level advocacy skills in hearings, trials and/or appeals.
- 2 Demonstrated ability to conduct and manage serious, complex and/or large cases.
- 3 Excellent knowledge of ACT and Commonwealth law and procedure including ability to research and interpret a variety of legislation.
- 4 Excellent written and oral communication skills.
- 5 High level leadership and management skills (including financial management) in a legal practice.
- 6 Demonstrated high level time management, initiative and sound judgment and demonstrated capacity to manage competing priorities, often in urgent circumstances.
- 7 Demonstrated competence in working with people with physical or mental health problems or from disadvantaged backgrounds.

Applications should specifically address each of the selection criteria. Short listing and selection will be based on these selection criteria.

Eligibility/other requirements

Eligibility to hold a restricted Practising Certificate in the ACT is required.
Six or more years post admission experience.

Submission of your application

Applications for this position should be forwarded to: hr@legalaidact.org.au

Or to:
HR Manager
Legal Aid Commission (ACT)
GPO Box 512
Canberra City ACT 2601

Applications for this position close at **11:59pm on 6 June 2022.**