

Job advertisement reference

QLD/684946

Role type

Temporary, full time

Classification

PO3

Salary

\$3941.00 - \$4192.00 per fortnight, full time hours

Location

Brisbane

ContactKristy Bloomfield- A/Principal Lawyer
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21 April 2026

Direct reports

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Our organisation

Legal Aid Queensland's vision is to be a leader in a fair justice system where people are able to understand and protect their legal rights. Our purpose is to provide quality, cost effective legal services to financially disadvantaged people throughout Queensland.

Our values

- Social Justice
- Respect
- Quality
- Cost effectiveness
- Accountability

The division

LAQ's Civil Justice Service practices in the areas of Anti-Discrimination law, Consumer Law, Employment law, Social Security Appeals & National Disability Insurance Scheme Appeals and operates the Farm and Rural legal service providing advice and assistance to rural producers experiencing debt problems. The Civil Justice Service also coordinates the operations of the Civil Law Legal Aid Scheme (CLLAS).

Lawyer

Civil Justice Services

This role offers an outstanding opportunity for a legal professional to take on a position delivering civil law services in Queensland. Civil Justice Services is recognised as a leading provider of specialist legal services to vulnerable Queenslanders, assisting them with issues in specialist civil law fields including Consumer Protection, Administrative Appeals, Commonwealth benefits and Social Security Appeals, National Disability Insurance Scheme Appeals, Employment Law, and Anti-Discrimination.

As a lawyer, you will prepare cases, advocate for your clients and provide advice about civil law matters. You will have the chance to expand on your experience by undertaking interesting and varied casework in a wide range of civil law matters. The role also gives you the opportunity to contribute to improvements to legal aid and the justice system. The work is challenging, complex and rewarding.

Key responsibilities:

- Represent clients in civil law cases, including preparing matters, instructing counsel and personally appearing in various courts, tribunals and commissions, and at mediation and conciliation conferences.
- Provide legal advice, minor assistance and information to clients around the state by phone, videoconference and face-to-face in civil law matters. Minor assistance includes preparing letters, documents, applications, complaints and submissions.
- Deliver outcomes through self-management and with supervision and guidance from senior legal practitioners as required.
- Help to maintain networks with relevant internal and external stakeholders.
- Support and guide team members and other Legal Aid Queensland staff with enquiries related to civil law.
- Contribute to team planning and suggest improvements to work practices.
- Support the development of innovative advice and case management practices, legal advice and information guides, casework and advice precedents and area of law webpages, filters and factsheets.
- Support Legal Aid Queensland's contributions to policy, procedure, law reform and legal service delivery initiatives.

To apply for this role, submit your application online via **Smartjobs**. Please provide:

- ✓ a cover letter (maximum 2 pages) addressing how you meet the Success criteria (Knowledge, skills and experience), in line with the "Key responsibilities".
- ✓ your resume/CV.

Other responsibilities

- Ensure all work complies with quality and case management standards and best practice guidelines and meet all other professional and corporate responsibilities.
- Model the values of respect, quality and accountability.
- Maintain a high standard of practice through governance and risk management.
- Foster an inclusive workplace where inclusion, diversity and wellbeing are promoted and prioritised.

Success criteria

Knowledge, skills and experience

- You have knowledge and experience, or you are able to develop knowledge and experience, in at least one of the areas of civil practice - (Consumer Protection, Administrative Appeals, Commonwealth benefits and Social Security Appeals, National Disability Insurance Scheme Appeals, Employment Law, Anti-Discrimination and Inquests) and have the capacity and willingness to learn new areas of law.
- You have the capacity and willingness to represent clients at conciliation, tribunals, commissions and courts and provide legal advice.
- You communicate in a clear, concise and articulate manner and engage effectively with stakeholders including clients with complex needs using the principles of trauma informed practice.

Other competencies

Legal Aid Queensland applies the [Leadership competencies for Queensland](#). We recognise that leadership is a part of every role regardless of classification level or management responsibilities. This role is mapped to the "Individual Contributor" profile. The competencies most relevant to this role are:

- **Results-** You build and sustain positive relationships.
- **Results-** You are accountable for providing quality services and pursue continuous improvement in your work and outcomes.
- **Accountability-** You are responsive to guidance and performance feedback and seek opportunities for development.
- **Vision-** You demonstrate integrity in decision making and use judgement to escalate issues when required.

Mandatory requirements or special conditions

You must be:

- admitted or eligible for immediate admission as a legal practitioner in Queensland; and
- eligible for a current practicing certificate and entry in the High Court Register of Practitioners.

Successful applicants must disclose if they are subject to any banning orders under s73ZN of the NDIS Act 2013 and provide a copy of the order prior to an offer of employment being made.

This is Regulated employment which includes providing services to people under 18 years of age. Confirmation of employment is conditional upon the preferred applicant being issued with a valid Queensland Working with Children Clearance (Blue Card) which will be linked to Legal Aid Queensland prior to their commencing in the role. Please refer to the [Blue Card Services website](#) for further information.

More information

- **This position is fulltime, temporary to 30 September 2026**
- **This role will commence in the Administrative Appeals team.**
- You will be assessed against the Success criteria (Knowledge, skills and experience) and also the [Leadership competencies for Queensland](#).
- Applications will remain current for up to 12 months and may be considered for other vacancies (identical or similar) including with an alternative employment basis (permanent, temporary, full-time or part time).
- Legal Aid Queensland embraces diversity and encourages applications from people with disability. We are committed to making reasonable adjustments to provide a positive, barrier-free recruitment process and supportive workplace. Please contact careers@legalaid.qld.gov.au for support to ensure an equitable, barrier-free application process.
- A criminal history check, serious disciplinary history check and if required a NDIS Compliance and enforcement actions search will be undertaken for this position on the recommended applicant/s due to the nature of the work involved.
- Legal Aid Queensland (LAQ) is a [Child Safe Organisation](#) with a zero-tolerance policy towards child abuse.
- The appointed applicants will be required to disclose relevant conflicts of interest prior to or on commencement and throughout their employment and disclose any employment as a lobbyist in the preceding two years.
- In this role you may be exposed to traumatic material or traumatic events. This may include reading, hearing, or seeing accounts, photos, videos or other material related to traumatic events. The material may be unexpected, confronting, explicit, graphic, distressing, and/or offensive. Staff may also be required to engage with people who have and may continue to experience traumatic events that may be confronting and/or distressing.
- Additional information, including our organisation structure and [Applicant Information Kit](#), is available from LAQ's website.