

## ROLE DESCRIPTION

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<b>DESIGNATION:</b>	Criminal Lawyer
<b>BRANCH/DIVISION:</b>	Legal Practice
<b>CLASSIFICATION:</b>	PO3 – Vacancy No: 34/09
<b>LOCATION:</b>	Caboolture
<b>DATE OF REVIEW:</b>	June 2009
<b>ADDITIONAL INFORMATION:</b>	Contact John Blayney on 5431 2588

*May be required to undertake some duties of the Senior Solicitor from time to time.*

*Some travel within South East Queensland will be necessary.*

*New permanent appointees to positions within Legal Aid Queensland are on three months probation.*

## PURPOSE OF THE POSITION

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The position is to provide cost effective, quality legal services which support the strategic objectives and priorities of Legal Aid Queensland.

These services include the provision of information, advice and representation (duty lawyer and casework) to clients of Legal Aid Queensland.

The position is also to contribute to the development of criminal law related policy, law reform and community awareness initiatives and responses.

## MAJOR DUTIES

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1. Undertake criminal law casework; including preparing matters, instructing counsel and personally appearing for legally aided people in the criminal courts.
2. Provide legal advice and information (both on an individual basis and in a group setting) to members of the public including those in hospitals, and corrective facilities in the region.
3. Provide duty lawyer services in the Magistrates Court and Children's Court.
4. Undertake effective liaison with key stakeholders in the criminal justice system and in other areas of Legal Aid Queensland on service deliver issues.
5. Contribute to the development of criminal law policy, quality standards, and operational planning initiatives within Legal Aid Queensland.

6. Ensure all legal work undertaken complies with quality and case management standards and meets all professional and corporate responsibilities.

## REPORTING RELATIONSHIPS

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Director Regional Legal Services



**Senior Solicitor**



Legal Officers  
Administrative Officers

## SELECTION CRITERIA

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**Merit will be assessed on the following basis:**

### EDUCATION AND QUALIFICATIONS REQUIRED

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#### **Essential Prerequisite**

Admission or eligible for immediate admission as a legal practitioner in Queensland, and eligible for a current practising certificate and entry in the High Court Register of Practitioners.

“C” Class Drivers’ License required.

### SKILLS, KNOWLEDGE AND ABILITIES

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#### **Essential**

1. Demonstrated ability to prepare and conduct criminal law cases and to organise, plan and prioritise a criminal law caseload to meet commitments.
2. Demonstrated criminal law advocacy skills and experience and ability to research legal issues and prepare high quality advice.
3. high level, effective communication skills in dealing with criminal law clients and other people in often stressful and sensitive situations; including negotiation, liaison, analytical, decision making, writing and problem solving skills.
4. Demonstrated high level knowledge of criminal law and procedure, the laws of evidence and legislation within the criminal justice system, including the ability to rapidly acquire knowledge of legislation.

5. Demonstrated ability to apply ethical principles, exercise sound judgement and appropriately manage confidential information.

**Highly Desirable**

6. Capacity to provide quality legal advice in the areas of family, crime and civil law.
7. Capacity to work effectively independently and as a member of a team.

**Note:** *Applicants should address the above selection criteria in the context of the Major Duties specified within this Role Description*

**OTHER INFORMATION**

Legal Aid Queensland is an Equal Employment Opportunity employer, and expects all employees to act in accordance with its Code of Conduct and with relevant legislation, including the Anti-Discrimination Act and the Equal Employment Opportunity Act.

Legal Aid Queensland buildings and surrounds are a non-smoking environment.

Employees of Legal Aid Queensland are subject to performance feedback and management systems.

Legal Aid Queensland operates a safe system of work, and expects employees to abide by workplace health and safety requirements.

Legal Aid Queensland is an author keying environment, and regularly uses internet and other computer technology in daily business.

The position requires a current driver's licence and regular driving to court for work.