

## ROLE DESCRIPTION

---

<b>DESIGNATION:</b>	Legal Officer – Criminal Law
<b>SERVICE:</b>	Regional Legal Services
<b>CLASSIFICATION:</b>	PO4 – Vacancy No: 33/09
<b>LOCATION:</b>	Regional office - Maroochydore
<b>DATE OF REVIEW:</b>	July 2009
<b>ADDITIONAL INFORMATION:</b>	Contact Alexis Oxley on (07) 5470 8082 <i>New permanent appointees to positions within Legal Aid Queensland are on three months probation.</i>

## PURPOSE OF THE POSITION

---

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 the Criminal Law practice, both within the context of the general criminal law and in specialized areas of criminal practice. The position is expected to act as an advocate for all types of Magistrates Courts matters and some higher Courts matters.

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

## MAJOR DUTIES

---

1. Undertake criminal law casework; including preparing matters, instructing counsel and personally appearing for legally aided persons in the criminal courts, including in specialized jurisdictions such as the Children's Court.
2. Act as an advocate in all types of matters in the Magistrates Courts, and in some matters in the higher Courts.
3. Provide legal information and advice to clients and members of the public.
4. Provide duty lawyer services in the Magistrates Court and Children's Court.
5. Undertake effective liaison with key stakeholders in the criminal justice system and in other areas of Legal Aid Queensland on service delivery issues.
6. Contribute to the development of criminal law policy, quality standards, and strategic and operational planning initiatives within Legal Aid Queensland.
7. Support the continued improvement of staff to ensure that they develop outstanding skills and exceptional knowledge to enable them to effectively carry out their duties to the highest professional standard.
8. Ensure the use of contemporary human resource management strategies within the criminal law area including equal employment opportunity, performance planning and review and occupational health and safety.

9. Ensure all legal work undertaken complies with prescribed standards for quality and case management.

#### REPORTING RELATIONSHIPS

---

Director Regional Legal Services



**Senior Solicitor**



Legal Officers  
Administrative Officers

#### SELECTION CRITERIA

---

Merit will be assessed on the following basis:

#### EDUCATION AND QUALIFICATIONS REQUIRED

---

##### **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**

#### SKILLS, KNOWLEDGE AND ABILITIES

---

##### **Essential**

1. Demonstrated ability to prepare and conduct complex criminal law cases and to organize, plan and prioritise a criminal law caseload to meet commitments.
2. Demonstrated criminal law advocacy skills and experience and ability to research complex 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 judgment and appropriately manage confidential information in complex cases.

**Highly Desirable**

6. Substantial capacity to provide quality legal advice in the areas of family and civil law.
7. Capacity to promote effective work relationships and achieve high performance while working independently and as a team member in a small, multi-disciplinary team environment.
8. Knowledge of contemporary human resource management issues including occupational health and safety, employment equity and anti-discrimination practices, and the ability to acquire knowledge of Legal Aid Queensland policy and guidelines.
9. Demonstrated ability in the use of current Information Technology in the environment of a busy legal practice.

**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 1991* and the *Public Service Act 2008*.

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. Legal Aid Queensland operates an in-house computer system for management and administrative purposes. The Legal Officer is expected to become familiar with this system and use it on a day to day basis for production and retrieval of information.

This position will be required to carry out appearance work in regional locations away from the office and must be prepared to travel on a regular basis. Candidates must consider their availability to travel as it is an essential requirement of the position.