

## ROLE DESCRIPTION

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<b>DESIGNATION:</b>	Legal Officer, Family Law
<b>SERVICE:</b>	Regional Legal Services
<b>CLASSIFICATION:</b>	PO4 – Vacancy No : 32/09
<b>LOCATION:</b>	Regional office - Maroochydore
<b>DATE OF REVIEW:</b>	July 2009
<b>ADDITIONAL INFORMATION:</b>	Contact Alexis Oxley on (07) 5470 8082

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

## PURPOSE OF THE POSITION

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To deliver legal services in family law matters.

## MAJOR DUTIES MAY INCLUDE:

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1. Provide legal advice, conduct casework (including Alternative Dispute Resolution processes) and appear as an advocate and duty lawyer in the Magistrates Court, Family Court and Federal Magistrates Court in family law matters (including domestic violence, child support and general family law party work).
2. Develop and maintain collaborative working relationships with internal and external stakeholders in a team based environment to ensure effective services and referrals are available to assist in meeting the needs of clients.
3. Liaise and consult with key stakeholders to inform policy and service planning.
4. Participate in policy and law reform issues relevant to family law, in conjunction with the Senior Family Law Consultant.
5. Comply with Legal Aid Queensland systems for time recording, production of documents, quality assurance and case management.
6. Ensure all work undertaken on a file complies with prescribed standards for quality and case management.
7. Provide supervision training and guidance to professional and administrative staff with respect to their in-house casework, legal advice and general office duties.

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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, and eligible for a current practising certificate.

“C” Class Drivers’ License is highly desirable

SKILLS, KNOWLEDGE AND ABILITIES

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**Essential**

- SC1. Thorough knowledge of Family Law legislation and the practices and procedures, especially in relation to domestic violence, child support and general family law issues.
- SC2. Demonstrated ability in providing advice and information services, and representing parties in Family Court, Magistrates Court, and Federal Magistrates Court interim hearings and trials and in alternate primary dispute resolution processes, in relation to domestic violence, child support and general family law issues.
- SC3. Sound knowledge and experience in using legal and social support measures in dealing with issues relevant to all areas of family law practice.
- SC4. High level of written and oral communication, interpersonal and liaison skills.
- SC5. Demonstrated ability to work independently and with staff in a team environment, supervise and guide professional and administrative staff and network with relevant stakeholders to provide professional and timely services to clients.

**Highly Desirable**

- SC6. Sound knowledge of contemporary human resource management issues including Equal Employment Opportunity and Occupational Health and Safety.
- SC7. Competence in the use of relevant information technology.

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### OTHER INFORMATION

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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.

The position requires regular driving to court for work.

### REPORTING RELATIONSHIPS

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Director Regional Legal Services



**Senior Solicitor**



Legal Officers  
Administrative Officers

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