

ROLE DESCRIPTION

DESIGNATION:	Assistant Consultant
SERVICE:	Family Law Services
CLASSIFICATION:	PO6 – Vacancy No: 58/09
LOCATION:	Brisbane
STATUS:	Full time
CONTACT:	Nicky Davies (07) 3238 3419

YOUR OPPORTUNITY

The assistant consultant role offers an outstanding opportunity for an experienced legal professional to help manage a multi-disciplinary family law practice. Our Family Law Services area provides specialist services in child support, child protection and family law matters and represents children in family law and child protection proceedings. In this unique role you will represent the interests of legally aided clients in complex family law matters, while coordinating staffing for the area. You will be responsible for guiding a dedicated team of lawyers, providing professional development and legal education to help them reach their potential.

YOUR RESPONSIBILITIES:

- Represent clients, including preparing matters and personally appearing as counsel in complex family law and child protection matters state-wide.
- Help manage Family Law Service teams in Brisbane including ensuring compliance with professional and corporate responsibilities and monitoring service quality.
- Oversee the staffing of the area including succession planning, recruitment and selection of lawyers, rehabilitation and return to work, relieving arrangements and managing flexible work arrangements.
- Support the ongoing development of staff including graduates and newly admitted or newly employed lawyers, through the provision of coaching, mentoring, peer review and performance planning.
- Represent the area in internal and external forums and maintain networks with relevant external stakeholders in the community and the justice system.
- Provide, and engage others to provide, continuing legal education to Legal Aid Queensland staff and external stakeholders on family law issues.
- Support Legal Aid Queensland's contributions to policy, procedure, law reform and legal service delivery initiatives of state and national significance in relation to family law matters.
- Contribute to operational planning and service improvement activities.

Role Description

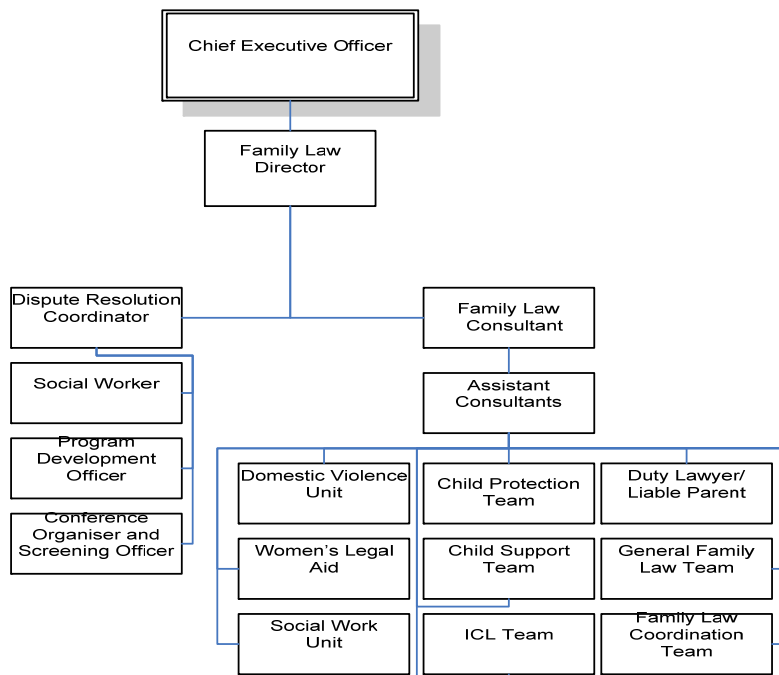
Assistant Consultant

YOUR CORE CAPABILITIES:

Merit and performance will be assessed on these core capabilities:

- You have extensive experience in the conduct of family law and child protection matters including preparation, representation and advocacy experience.
- You have a detailed knowledge of the practice and procedure of family law and are able to contribute to changes in plans, policies, procedures and systems. You are also committed to self-development and maintaining up-to-date knowledge of the law and procedure.
- You have experience in managing a legal team and have broad knowledge of human resource functions. You contribute to the professional development of others including, providing clear guidance, constructive feedback and mentoring.
- You represent the organisation effectively in internal and public forums. You can build and sustain relationships with a network of key people internally and externally.
- You present and write in a clear, concise and articulate manner. You can offer convincing rationale and negotiate persuasively. You tailor your communication style to the audience and communicate effectively clients with complex needs.

YOUR REPORTING RELATIONSHIPS



YOUR QUALIFICATIONS:

You are admitted or are 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.

ADDITIONAL INFORMATION

- A driver license is highly desirable, as the position will involve travelling.
- Appointees to positions are on three months probation.
- Total remuneration will include employer superannuation contributions, annual leave loading and salary packaging benefits. Please see the Applicant Information Kit for more details.
- Legal Aid Queensland uses the internet and other technology in daily business, including an electronic case management system and staff are expected to use this technology to produce their own documents (including typing and data entry).
- Additional information, including our organisation structure and Applicant Information Kit, is available from www.legalaid.qld.gov.au

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