

**ABORIGINAL LEGAL SERVICE OF WESTERN AUSTRALIA (INC.)  
DUTY STATEMENT AND SELECTION CRITERIA**

<b>SECTION 1 - POSITION IDENTIFICATION</b>		<b>EFFECTIVE DATE OF DOCUMENT</b>	
<b>DEPARTMENT:</b> LEGAL		<b>CLASSIFICATION</b> Grade 6-8 (1.0 FTE)	<b>POSITION NO.:</b> MS-407
<b>UNIT:</b> CRIMINAL LAW UNIT		<b>TITLE:</b> <b>MANAGING LAWYER</b>	
<b>LOCATION:</b> SOUTH HEDLAND		<b>SALARIES AGREEMENT</b> ALSWA EBA 2019	

**SECTION 2 - POSITION RELATIONSHIPS**

<b>RESPONSIBLE TO</b>	<b>TITLE:</b> CHIEF EXECUTIVE OFFICER  <b>CLASSIFICATION:</b> Class 2 (1.0 FTE)					
<b>RESPONSIBLE TO</b>	<b>TITLE:</b> DIRECTOR LEGAL SERVICES  <b>CLASSIFICATION:</b> Class 1 (1.0 FTE)	<b>Other positions reporting directly to this position</b>  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"><i>Title</i></th> <th style="width: 40%;"><i>Classification</i></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	<i>Title</i>	<i>Classification</i>		
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<b>THIS POSITION</b>	<b>TITLE:</b> <b>MANAGING LAWYER</b>  <b>CLASSIFICATION:</b> Grade 6-8 (1.0 FTE)					

<b>Positions under direct supervision:</b>	<b>Other positions under control</b>										
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**SECTION 3 - KEY RESPONSIBILITIES**

At this level the Managing Lawyer is required to appear as counsel in complex legal matters, as well as provide duty lawyer services when required. The Managing Lawyer will also undertake the day to day management and supervision of legal and non-legal staff within the South Hedland ALSWA office.

<b>SECTION 4 - STATEMENT OF DUTIES</b>		<b>EFFECTIVE DATE OF DOCUMENT</b>
<b>TITLE:</b> <b>MANAGING LAWYER</b>	<b>CLASSIFICATION</b> Grade 6-8 (1.0 FTE)	<b>POSITION NO.:</b> MS-407
<b>BRIEF SUMMARY OF DUTIES TO BE PERFORMED IN DESCENDING ORDER OF IMPORTANCE</b>		
<b>Duty No.</b>	<b>Details</b>	<b>%</b>
<b>1.0</b>	<b>MANAGEMENT</b>	
1.1	Manage the day to day operations of the office and its staff, including but not limited to weekly court rosters and the allocation of files.	70
1.2	Appear as Counsel in all criminal jurisdictions, including Magistrates Courts, the Children's Court, regional circuit courts, District Court and Supreme Court.	
1.3	Liaise with clients and others inclusive of Courts, Prosecutions, Community Corrections, Youth Justice and Aboriginal and non-Aboriginal organisations.	
1.4	Provide advice, professional supervision and mentoring to staff in the Office.	
1.5	Assist with ensuring lawyers and court officers within the office are acquainted with developments in the criminal law in Western Australia.	
1.6	Undertake the Performance appraisal process and complete Performance Reviews in a timely manner with all staff under your management.	
1.7	Manage and undertake community legal education.	
1.8	Manage and provide assistance to other ALSWA regional offices and attend court circuits when required.	
1.9	Manage rosters for, and attend, weekend court as required.	
1.10	Manage and assist with ALSWA's after-hours telephone and call outs when required.	
1.11	Receive telephone calls from clients and others.	
1.12	Ensure that all staff work cooperatively in a team environment.	
1.13	Manage and undertake visits to clients in prisons, juvenile detention centres and police stations to advise and assist clients.	
<b>2.0</b>	<b>ADMINISTRATIVE</b>	
2.1	Oversee and undertake all aspects of file management in accordance with appropriate professional standards.	
2.2	Organise Criminal Law Unit meetings.	
2.3	Perform duties in accordance with a continuous process to monitor, evaluate and develop performance at a personal and service level.	10
2.4	Undertake Continuing professional development activities as required.	
<b>3.0</b>	<b>OTHER</b>	
3.1	Perform duties in accordance with Commonwealth Attorney Generals Department funding agreement.	
3.2	Perform duties in accordance with relevant Occupational Safety and Health, Equal Opportunity and Disability Legislation.	
3.3	Perform duties in accordance with ALSWA Policies and Procedures.	
3.4	Perform other duties as directed.	
<b>FREQUENCY: D – Daily: W - Weekly: F - Fortnightly: R - Regularly: O - Occasionally: A - Annually</b>		

<b>SECTION 5 - SELECTION CRITERIA</b>		<b>EFFECTIVE DATE OF DOCUMENT</b>
<b>TITLE:</b> MANAGING LAWYER	<b>CLASSIFICATION</b> Grade 6-8 (1.0 FTE)	<b>POSITION NO.:</b> MS-407

### ESSENTIAL

1. Demonstrated advanced post admission experience, including high quality advocacy skills in relation to appearing as counsel in complex criminal matters.
2. Extensive criminal law experience, including a comprehensive knowledge of substantive law, the rules of evidence and criminal practice and procedure.
3. Demonstrated high level organisational and time management skills with the ability to work under pressure.
4. Demonstrated ability to work both independently and as part of a team comprising legal and non-legal staff with a willingness to learn and share knowledge with others.
5. Highly developed communication skills (interpersonal, written and verbal) with experience in conflict resolution.
6. Highly developed conceptual and analytical skills.
7. Ability to travel when required.

### DESIRABLE

1. Sound understanding of the Aboriginal community and the issues affecting them.
2. Knowledge of and commitment to Occupational Safety and Health, Equal Opportunity and Disability legislation and how these impact on employment, people management and service delivery.

**SECTION 6 - APPOINTMENT FACTORS**

**LOCATION:**  
SOUTH HEDLAND

**ACCOMMODATION**  
N/A

- PREQUIREMENTS SPECIFIC TO THIS POSITION**
- Admitted, or be eligible for admission as a Lawyer of the Supreme Court of Western Australia.
  - Must not be the subject of any unresolved complaint or related proceeding before the Legal Profession Complaints Committee of WA or any other professional disciplinary authority.
  - Possession of a current motor vehicle driver's licence.
  - Produce a National Police Certificate, Having a criminal record does not necessarily disqualify you from appointment to this position.
  - Applicants for this position are required to disclose any criminal history, excluding spent convictions, at the time of interview.
  - Committed to the principles of social justice.
  - An ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

**SPECIAL CONDITIONS/ALLOWANCES:**

Country Court Allowance  W/E Court Attendance  District Court

Mobile Ph:  iPad  Vehicle  Air conditioning  Travel

**SECTION 7 - CERTIFICATION**

(i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**SIGNATURE:** \_\_\_\_\_  
DLS/DELEGATED AUTHORITY

**SIGNATURE:** \_\_\_\_\_  
CEO / DELEGATED AUTHORITY

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

(ii) As occupant of the position I have noted the statement of duties, responsibilities that are requirements as detailed in this document.

\_\_\_\_\_  
**Signed & Acknowledged**

\_\_\_\_\_  
**Dated**

CREATED/AMENDED	AUTHORISED HR MANAGER	APPROVED	DATE REGISTERED