



POSITION DESCRIPTION – PD009R

Legal Practitioner (Criminal Law) – Regional & Remote (Queensland)

Full Time, Fixed Term (some locations Part Time)

A. CONTEXT, PURPOSE OF THE ROLE AND OPPORTUNITY

About us

The Aboriginal and Torres Strait Islander Legal Service (Qld) Limited (ATSILS) is a not-for-profit, community-based organisation that delivers innovative, professional, criminal, civil and family law services and early intervention projects to Aboriginal and Torres Strait Islander clients throughout Queensland. Established in 1972, ATSILS has grown to 24 offices with around 300 staff strategically located across Queensland. We also operate specialist Through Care, Community Legal Education, Law Reform and Coronial Enquiries programmes to supplement our primary legal services across many of our regions.

Our Vision is to lead in the delivery of innovative and professional legal services.

Our Mission is to deliver quality legal assistance services, community legal education, and early intervention and prevention initiatives which uphold and advance the legal and human rights of Aboriginal and Torres Strait Islander people.

Purpose of the role

Provide high quality legal representation to clients in a busy regional team environment.

This role allows a qualified and organised legal professional to provide enthusiastic and diligent service with Aboriginal and/or Torres Strait Islander Court Support/Field Officers and administrative support staff. The majority of our client demand provides excellent opportunity in criminal casework for a professional advocate. (In most of our offices, civil and family jurisdictions are also covered.)

Opportunity

You will have frequent opportunity to provide expert information directly to clients, and to external stakeholders about client matters. You can rely on the State-wide resources of the Principal Legal Officer and the Director of Law (Criminal Law) and your immediate legal team.

A corporate services team based in Brisbane provides administrative, human resources and public relations support; locally, administration support with regional management ensures a knowledgeable office system.

Our Regional Offices providing a rewarding social justice environment for service delivery which is achieved through one-to-one in person, direct community visiting, at our offices and by phone and internet.

B. REPORTING STRUCTURE

Duties are performed under the guidance and direction of the Chief Executive Officer (CEO), Principal Legal Officer (PLO) and the Director of Law (Criminal), with local reporting to the Regional Manager (also a Legal Practitioner).

C. SELECTION CRITERIA

ESSENTIAL CRITERIA (6)

1. **Values:** alignment to the values and vision of ATSILS and an appreciation of, and sensitivity to the challenges our clients have faced, and continue to face, in their fight for and their right to justice and equity.
2. **Qualifications:** admission as a Legal Practitioner within the State of Queensland or holder of (or eligibility for immediate acquisition of) a current Practising Certificate.
3. **Client service and data management:** capacity to provide both high-level client services in Criminal Law proceedings (including making applications for bail; pleas in mitigation; appearing at call-overs, committal hearings and summary hearings) while ensuring exemplary case management standards.
4. **Core legal duties:** proven high level of professional service in all aspects of Criminal Law – with both adult and youth jurisdictions; a demonstrated knowledge of diversionary alternatives available to Police/Magistrates/Judges.
5. **Confidence in and knowledge of legislation:** an in-depth working knowledge of the *Youth Justice Act* 1992, (as amended) and the *Criminal Code* 1899 (as amended), with a commitment to keeping up to date on law and procedure.
6. **Access, teamwork, and communication:** preparedness to work after hours if necessary; willingness to assist in the development of Court Support/Field Officers' and other staff members' training/education; sound interpersonal and communication skills.

DESIRABLE CRITERIA (2)

1. **Ability to use Microsoft Office in a Windows networked environment:** ideally in current Windows with Microsoft Word, Outlook and (either) Microsoft Edge or Google Chrome internet browser(s), and an ability to work with legal databases and shared internet-based calendars is highly regarded.
2. **Mobility, access, and safety:**
 - ⊕ a **current Queensland Driver Licence** and willingness to travel by air and road may be required for the role, dependent upon the location;
 - ⊕ a willingness to undergo a **Criminal Record Check to achieve a National Police Certificate** (Australia-wide Disclosable Criminal History).

Candidates may be required to disclose misconduct (criminal convictions, prosecution investigations etc..) that prevent an ATSILS Security clearance in relation to any conviction for fraud or other dishonesty related criminal offences. To this end, a preferred candidate must be prepared to consent to a criminal history check being conducted (if requested).

Note: A criminal history does not automatically preclude selection for interview, and a preliminary check can be discussed with the HR Manager after a candidate has been shortlisted for interview.

Please apply at <http://www.atsils.org.au/job-vacancies>, writing up to 150 words for each criterion.

D. CORE DUTIES

1. Ensure that Aboriginal and Torres Strait Islander people are provided with conscientious, culturally safe, ethical and enthusiastic representation within the Criminal Law justice system.
2. Prepare and conduct summary hearings and committal hearings in both the youth and adult criminal jurisdictions. In specific locations, providing services in the Domestic Violence jurisdictions will be required.
3. Attend mentions/call-overs; make bail applications (including Supreme Court bail applications if required); and present submissions in mitigation of sentence.
4. Participate in circuit court, after-hours and weekend/public holiday court rosters as required.
5. Provide efficient legal advice and minor assistances across the legal spectrum (with appropriate referrals where necessary etc.) and document these services in prescribed ways in our Database.
6. Maintain a high level of knowledge and understanding of criminal justice issues impacting upon Aboriginal and Torres Strait Islander people through continuing education.
7. Undertake other duties as may be reasonably required (within the general ambit of the position).

E. TEAM, COMMUNICATION AND QUALITY IMPROVEMENT DUTIES

1. **Undertake study or training** which might, from time to time be determined by the Executive, and contribute to the professional development of other team-members (including Court Support/Field Officers) as required.
2. **Take part in workplace health and safety** compliance initiatives and support other team members to do the same.
3. **Contribute to a supportive team environment**, through various workplace activities.
4. **Be prepared to work professionally in a variety of locations**, including any approved home office or secure public facility and as approved by your supervisors.
5. **Participate in annual appraisal of own work** and attend and document regular supervision sessions with the staff to whom you report, achieving a satisfactory work performance and conduct in accordance with the ATSILS Code of Conduct.

F. CORE COMPETENCIES

Your performance will be evaluated on a variety of facets including:

- ability application of your knowledge of law and procedure in the Criminal Law jurisdiction as well as your commitment to improvement in this area;
- extent to which your communication is relevant, articulate, and concise (both oral and written) including developing an ability to present effectively to external stakeholders;
- degree to which your service is friendly, culturally safe, and flexible for our clients, staff and visitors;
- capacity to develop and demonstrate supportive, positive, and consistent relationships with your team members while embracing diversity;
- ability to reliably juggle competing schedules, inside and outside the office environment reflecting strong organisational skill (including compliance to file management protocols and data reporting); and
- development in assisting clients with complex needs in a timely, calm manner demonstrating consistent contribution in a well-balanced, stress-managed working environment.

G. ATSILS Qld CONTRACT AND LOCATION

- This position falls under the umbrella of the Social, Community, Home Care and Disability Services Industry Award with a remuneration package and conditions as per the ATSILS Contract. The starting gross salary range with qualifications and experience is from \$71,061 to \$131,629 (plus superannuation and leave loading) dependent upon experience and legal qualifications, and location.
- This role is currently funded to 30 June 2025.
- As a Public Benevolent Institution, our staff may opt to salary sacrifice a portion of their pre-tax salary up to a threshold set by legislation, reducing their taxable income in a given year.
- At ATSILS we offer structured professional development in conjunction with performance management, and study leave for approved work-related courses after a qualifying period.
- ATSILS adheres to the tenets of Equal Opportunity Employment.

Locations: Beenleigh, Cairns, Charleville, Hervey Bay, Ipswich, Gladstone, Mackay, Maroochydore, Mount Isa, Murgon, Normanton, Southport, Strathpine, Rockhampton, Roma, Toowoomba, and Townsville.

Our values at ATSILS:

- We **Care** for the human and legal rights, safety and psychological well-being of our staff, clients, and communities.
- We **Share** a common understanding of our clients' challenges and needs and strive to deliver quality and accessible legal services.
- We **Respect** the cultural diversity, values and beliefs of our clients and maintain their confidentiality in the delivery of legal services.

For further information please contact:

Human Resources Manager

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