

POSITION DESCRIPTION – PD026

Prevention, Intervention and Community Legal Education Officer

Includes Law Reform: Full Time, Fixed Term

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

1. Provide well-researched and topical Legal Education to ensure a high-profile contribution to communities regarding legislation and justice system practices that adversely impact Aboriginal and Torres Strait Islander peoples.
2. Contribute to a strategic approach in the development of (and community response to) researched resources and improved access to timely, contemporary, and culturally safe legal advice and early intervention and prevention approaches. This may include justice reinvestment and other human rights themes of our clients, their families, and communities.

Opportunity

You will have opportunity to provide strategic advisory services directly to internal staff and external stakeholders regarding justice system reforms and access equity issues through the development of key submissions.

Exercise your discerning legal skills to research and develop solutions to complex justice system reform issues. You will be able to tackle both contemporary and historic approaches to reform of targeted issues including Civil Law, Criminal Law, Mental Health, Family and Child Protection Law.

Work closely within a leadership context with the Chief Executive Officer and Principal Legal Officer to ensure educational resources are designed, delivered, and evaluated in Community Legal Education across Queensland.

A corporate services team based in Brisbane provides administrative, public relations, and human resources support to a busy criminal, civil and family legal teams State-wide.

B. REPORTING STRUCTURE

Duties are performed under the guidance and direction of the Chief Executive Officer (CEO) and Principal Legal Officer (PLO).

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 and experience:** be admitted or be in a position to be immediately admitted as a Legal Practitioner within the State of Queensland; or have a minimum of three (3) years' high-level experience in Strategic Development, Community Legal Education and analysis of Nation-Wide Law and Policy matters.
3. **Specialist expertise: demonstrated ability of the capacity to acquire** comprehensive knowledge of Aboriginal and Torres Strait Islander cultures, customs and societies, and the importance of successfully developing a strategic approach to reform and education – including:
 - ⊗ an appreciation of a broad range of issues as they might relate to the Justice System;
 - ⊗ a contemporary understanding of current State, National and International initiatives that aim to address Aboriginal and Torres Strait Islander inequity while improving Community Legal Education; and
 - ⊗ a demonstrated ability to take an analytical and constructive approach to legal questions; challenging assumptions and producing proposals for dealing with matters for which there may be no precedent.
4. **Client service and data management:** sound interpersonal and communications skills including a demonstrated ability to empathetically convey key information or advice to key stakeholders, networked groups, law reform advocates and justice-related departmental or agency personnel etc., and to present verbal, written information and online documents in lucid, well-organised language using Windows Microsoft Office technology. This may require considerable initiative, strong organisational skills as well as the ability to work both successfully without close supervision and to co-operate effectively in a busy team environment – sometimes under considerable pressure.
5. **Confidence in and knowledge of legislation and the Australian justice system:** an in-depth working knowledge of key legislation, practices and relevant policy, and a commitment to keeping up to date on Law, Community Legal Education, and Child Protection Policy within a human rights framework.
6. **Access, teamwork, and communication:** preparedness to work after hours if necessary; willingness to travel and present or gather educational materials, research, findings, project plans and other key materials to forums, groups, and key external stakeholders.

DESIRABLE CRITERIA (4)

1. Current Windows computer literacy including the ability to use dedicated legal research systems, presentation software and intermediate use of Microsoft programs for complex submissions, presentations and report writing.
2. Criminal Law Duty Lawyer experience or training a distinct advantage, as will expertise in any Law Reform or policy writing.
3. Project management and presentation skills a distinct advantage, with a contemporary awareness of online and social media learning a distinct advantage.
4. A current Queensland Driver Licence and ability to drive in all reasonable conditions: useful for regional community education travel and may be a requirement to continued employment.

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

D. CORE DUTIES

1. Participate in Community Legal Education Forums at locations across Queensland, and where specifically funded, in designated regions.
2. Conduct high-level research into legal issues and legislation that impact negatively upon Aboriginal and Torres Strait Islander peoples, including conducting research from an historical perspective.
3. Report on positive interventions and initiatives that contribute to reinvestment of the justice and community legal education systems.
4. Compile timely, high quality written submissions in relation to same – including briefing notes, summarised presentations (suitable for online distribution) and correspondence.
5. Successfully co-ordinate positive working relationships and partnerships with a diverse range of stakeholders including government departments and agencies, non-government organisations and other community groups on difficult and sometimes complex law and policy matters.
6. Compile and present papers on behalf of ATSILS at conferences, community forums, stakeholder meetings and other key strategic facilities to ensure a high profile of this project.
7. Draft community legal education materials individually or in collaboration with the CEO or PLO or their nominees. Collaborate with our Communications staff to take advantage of social media for agreed projects.
8. Be prepared to travel across Queensland, and from time-to-time around Australia to facilitate the gathering and analysis of research material; attend conferences; and be prepared to work outside normal working hours if necessary.
9. Prepare internal reports as may be directed – including statistical data on activities, take-up, feedback and distribution of material and research inputs for data collection/funding purposes.
10. Undertake other duties as may be reasonably required. This may entail some duty lawyer responsibilities supervised and delegated by the Regional Manager (a Criminal Law Legal Practitioner).

E. TEAM, COMMUNICATION AND QUALITY IMPROVEMENT DUTIES

1. **Undertake study or training** which might be determined by the Executive, or from recommendation by the relevant Regional Manager. For those with the necessary education, training and current practising certificate may include Criminal Law Court duties under supervision.
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. This may include significant liaison with other Community legal education staff in other ATSILS' locations.
4. **Be prepared to work professionally in a variety of locations**, including any approved hybrid/home office or secure public facility and as approved by your line managers.
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 the following facets:

- 🕒 your communication is culturally safe, relevant, articulate, and concise (both oral and written) including developing an ability to present well under time-pressure to a wide range of external stakeholders;
- 🕒 the application of your knowledge of law and associated policy and how this impacts law reform submissions, and other agreed community education initiatives;
- 🕒 your capacity to develop supportive, positive, and consistent relationships within the justice system/law reform network is strengthened through strategic partnerships and key outcomes;
- 🕒 your ability to juggle competing schedules, locally and across Australia reflects your strong strategic and project planning skill; this includes compliance to accurate and timely data reporting protocols; and
- 🕒 your ability to advocate and influence outcomes in networks and other key organisations through accurate representation of ATSILS' position(s) on justice reinvestment advice and prioritised community legal education projects.

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 \$88,000 (plus superannuation and leave loading) dependent upon experience and legal qualifications, and location.
- 🌿 Fixed Term Employment Contract to 30 June 2025, is funded.
- 🌿 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.

Location: ATSILS office where this role is offered: primarily a Work from Home situation & from ATSILS Brisbane.

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

Aboriginal & Torres Strait Islander Legal Service (Qld) Limited
(ATSILS) ABN: 11 116 314 562

T: (07) 3025 3888 **F:** (07) 3025 3800

E: careers@atsils.org.au **W:** www.atsils.org.au

A: Level 5, 183 North Quay, Brisbane, Queensland, Australia

M: PO Box 13035 George Street, Brisbane Qld 4003

ATSILS acknowledges with appreciation that its service delivery is made possible thanks to funding supplied by both the Commonwealth Government and the Queensland State Government.