



POSITION DESCRIPTION – PD049

Legal Practitioner (Criminal Law) – FIFO* State-wide Duties

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

- Provide high quality legal representation to clients in a variety of teams, based in any Queensland location with significant expectation of legal services to Regional and Remote Offices throughout Queensland.
- Assist supervisors in providing case review services as directed.

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 Law casework for a professional advocate. (In most of our offices, Civil and Family jurisdictional services are also offered.)

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) 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. This opportunity allows for a travel-ready Legal Practitioner to work in many Courts and Regional Offices as demand for legal services peaks. Expertise outside of Criminal Law is well regarded. *Fly-In, Fly-Out may also be Drive-In, Drive-Out where staff absences or peak services demands are priorities.

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), and as applicable, to the local Regional Manager.

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 or Barrister within the State of Queensland or holder of (or eligibility for immediate acquisition of) a current Practising Certificate.
3. **Client representation 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 assisting Regional Managers achieve team data targets and 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. Capacity to confidentially represent our clients in court suggests a minimum of five years' experience or other demonstrated advocacy expertise.
5. **Confidence in and knowledge of legislation and capacity to coach others in related casework:** 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 travel to any Regional or Remote Office operated by ATSILS by road, sea, and/or air; assist in the development of compliance in case management standards working in support of Supervisors; provide specific mentoring to Court Support/Field Officers' and other legal staff members' training/education; sound interpersonal and communication skills.

DESIRABLE CRITERIA (4)

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. **Practice Management, Workplace Education,** or similar post-graduate qualifications highly regarded.
3. **Legal practice** (unsupervised) in Family and Civil Laws a distinct advantage.
4. **Mobility, access, and safety:**
 - ⊖ a **current Queensland Driver Licence** and ability to drive in all reasonable conditions 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. **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.

- ⊖ **Workplace Health and Safety qualification** or First Aid Certificate.

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. In collaboration work with our Brisbane senior staff to provide support to teams requiring urgent assistance arising from peak demands in service delivery (often created by periods of staff leave).
3. Prepare and conduct summary hearings and committal hearings in both the youth and adult Criminal Law jurisdictions.
4. Attend mentions/call-overs; make bail applications (including Supreme Court bail applications if required); and present submissions in mitigation of sentence.
5. Participate in circuit court rosters, including Saturday and/or Public Holidays, and on-call services as required.
6. 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 Databases.
7. Consult with staff and their management while travelling; prepare reports and debrief supervisors on regional excursions on court relationships, support and learning needs (following consultation with Regional Managers) with a focus on quality improvements and learning priorities.
8. Maintain a high level of knowledge and understanding of criminal justice issues impacting upon Aboriginal and Torres Strait Islander people through continuing education.
9. Undertake other duties as may be reasonably required.

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. **Capacity to schedule with supervisors on the planned** and unexpected demands in service delivery often created by staff leave absences (e.g. long service leave).
3. **Take part in workplace health and safety** compliance initiatives and support other team members to do the same. When visiting offices, meticulously observe safety standards.
4. **Contribute to a supportive team environment**, through various workplace activities and reviews.
5. **As directed by the CEO or PLO**, assist in the development of approved systemic workforce engagement strategies.
6. **Work with staff as directed to develop accurate assessments** of team workflows and encourage sensitively delivered systemic compliance support re case managements standards and other quality requirements as directed by the Principal Legal Officer or his/her delegate.
7. **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.
8. **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:

- ⦿ 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 internal and external stakeholders;
- ⦿ capacity to provide highly confidential service promptly utilising cost-effective options in the regions;
- ⦿ 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 and corporate standards;
- ⦿ ability to reliably juggle competing schedules, inside and outside the office environment reflecting strong organisational skill (including compliance to file management protocols, data reporting & travel plans);
- ⦿ 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 \$113,803 (plus superannuation and leave loading) dependent upon experience and legal qualifications, and location. Travel allowances apply.
- ⦿ 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: ATSILS offices where this role is offered: Brisbane or any other Queensland location. The ability to travel by road, air and in rare cases short sea trips will be essential for this role. It is estimated that 50% of work time will involve travel for extended periods, some of which are in remote locations such as Charleville, Mount Isa, and coastal cities such as Cairns, Mackay, Rockhampton and/or 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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