

## Position Description

Position: Family and Criminal Lawyer  
Reports to: Rowan Skinner  
Location: Level 1 382 Queens Parade, Clifton Hill VIC 3068

## Purpose of the position

To provide sound advice and representation to clients with a high level of customer service and care. To play a lead role in the continued growth of the business and its reputation for excellence.

## Key responsibilities

### Legal services

- Appearing as an advocate in various courts.
- Delivering a quality end-to-end legal service by conducting casework in family and criminal law matters.
- Keeping up to date with relevant legal developments and procedures by attending professional legal education programs and maintaining an understanding of issues impacting the justice system.
- Ensuring clients receive an excellent level of care, service and guidance.

### Business Improvement

- Contributing to business development and improvement strategies, including:
  - Contribution to the practice's blog and education communications
  - Networking and business growth initiatives
  - Contributing to the development of strategic partnerships

### Health and Safety

- Take care of own safety and that of co-workers
- Identify and communicate opportunities to improve health and safety

- Report all safety incidents and hazards

## Behavioural requirements

The incumbent is expected to display behaviours consistent with the practice's philosophy of quality care and advice. This requires a high level of autonomy and professionalism including the following:

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|-------------------------|--|
| Planning and organising | <ul style="list-style-type: none"><li>• Identifies more critical and less critical activities and assignments; adjusts priorities when appropriate.</li><li>• Allocates appropriate amounts of time for completing work; avoids scheduling conflicts; develops timelines and milestones.</li><li>• Coordinates with team and clients to ensure deadlines are able to be met.</li><li>• Uses time effectively and prevents irrelevant issues or distractions from interfering with work completion.</li></ul> |
| Quality Orientation     | <ul style="list-style-type: none"><li>• Accurately and carefully follows established procedures for completing critical tasks.</li><li>• Vigilantly watches over job processes, tasks, and work products to ensure freedom from errors or omissions.</li><li>• Initiates action to correct quality problems or notifies others of quality issues as appropriate.</li></ul>   |
| Communication skills    | <ul style="list-style-type: none"><li>• Actively seeks to clarify others needs or queries.</li><li>• Conveys information in a clear and professional manner, uses syntax, pace, volume, diction, and mechanics appropriately.</li><li>• Engages clients and others in a warm and inviting manner.</li><li>• Follows up with email or other confirmation as appropriate.</li></ul>  |
| Team player             | <ul style="list-style-type: none"><li>• Shares important or relevant information with the team.</li><li>• Willing to do what is required to assist the team.</li><li>• Recognises by ones self when opportunities present to help others and goes out of ones own way to help others.</li><li>• Makes others feel welcome, takes an interest in others wellbeing.</li></ul>  |

## Technical skills or qualifications

Proficiency with LEAP legal software.

## Hours

This is a full time role.