



**ACT**  
Government

**Community Services**  
**Children, Youth and Families**  
**Child and Youth Protection Services**

## **Legal Officer**

**Senior Officer Grade C**

**Salary Range: \$110,397 - \$118,832 (PN: 10948, several)**

**Details:** The Legal Officer SOGC is responsible for the provision of legal service delivery including the management of litigation, appearing in routine court matters, briefing contested matters to the ACT Government Solicitors' Office, providing training for Case Managers on legal aspects of their role, including preparation for Court.

The functions of Child and Youth Protection Services (CYPS) Legal Services include:

- Representing the Director-General in:
  - the ACT Children's Court on care and protection and youth justice matters
  - Supreme Court, Family Court (FCA), Coroner's Court and Federal Circuit Court (FCC)
  - Court ordered meetings and mediations
- Provides specialist advice, guidance or practical assistance on legal matters
- Manages and monitors court matters
- Processes Notices of Risk under the Family Law Act 1975
- Interstate liaison functions

### **Eligibility/Other Requirements:**

#### **Essential qualifications and experience:**

- Experience and/or desire to work in a community services environment.

#### **Desirable qualifications and experience:**

- Experience in the preparation of court documents and knowledge of the court and tribunal system and relevant procedures is desirable.
- Admission (or eligibility for admission) as a barrister and/or solicitor of Australian Supreme Court.

#### **Additional Information:**

- Educational, suitability and professional qualification checks may be carried out prior to employment.

**Notes:** These are temporary position available for a period of 12 months. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** For further information, please visit [www.jobs.act.gov.au](http://www.jobs.act.gov.au)

**Contact Officer:** Anne Martens (02) 6205 8025 [anne.martens@act.gov.au](mailto:anne.martens@act.gov.au)

**Applications Close:** 11 May 2021

**CLICK FOR FURTHER  
INFORMATION AND TO APPLY**