

NSW Department of Community Services

Legal Officer

WHO WILL I BE WORKING FOR?

The NSW Department of Community Services (DoCS) promotes the safety and wellbeing of children and young people and works to build stronger families and communities across a continuum of care. We provide child protection services, parenting support and early intervention, foster care, adoption services and help for communities affected by disaster through more than 85 Community Services Centres across NSW.

WHAT DOES DOCS LEGAL SERVICES DO?

Legal Services provides advice, undertakes legislative review and has the carriage of litigation on behalf of the Minister for Community Services and DoCS' Director-General.

The work of the DoCS Legal Services Branch is conducted through specialist function teams including:

- **care litigation** – in the Children's and District Courts across NSW
- **care legal support** – providing advice on the investigation and assessment of care and protection matters and checking of court documents
- **general litigation** – claims that have been made against the State for which DoCS has responsibility, including claims for damages, reviews by the Administrative Decisions Tribunal etc
- **general child law** – advice on all aspects of child law, as well as having carriage of court work in the Supreme and Family Courts, eg seeking prerogative orders and adoptions
- **international kidnapping** – acts as for the State Central Authority in relation to international kidnapping actions under the Hague Convention. Carriage of matters is handled in the Family Court.

WHERE WILL I BE WORKING?

Depending on the team you are part of, you could be working at the Head Office in Ashfield or in a number of locations across the State. Your role will determine the allocation of time spent between your office and the Courts.

WHAT QUALIFICATIONS DO I NEED?

You will need to be admitted or immediately eligible for admission as a legal practitioner in NSW and to the High Court of Australia.

Depending on the role, you may be required to have experience in litigation and a thorough knowledge of the legislation administered by DoCS. Excellent communication and research skills are also required.

WHAT ARE THE EMPLOYMENT CONDITIONS?

Employment as a Legal Officer offers a variety of career prospects, training opportunities and excellent conditions including:

- salary range from \$46,652 - \$99,607* with salary package up to \$109,916
- four weeks annual leave
- part time opportunities
- fifteen days paid sick leave per year
- flexible working hours – 140 hours per month, which is an average of seven hours per day.

***NOTE: The salary range for this position will increase by 4% on 1 July 2007 to cover the period until 30 June 2008.**

WILL I GET ON-THE-JOB TRAINING?

DoCS' Legal Officers undertake formal and on-the-job training. You will be encouraged to attend various courses, conferences and seminars, which will contribute to your MCLE requirements.

DoCS provides study assistance in the form of financial and study leave and you are encouraged to seek approval to undertake further training that will enhance your knowledge, skills and career.

HOW DO I APPLY?

DoCS regularly advertises for staff in the *Sydney Morning Herald* and on www.jobs.nsw.gov.au (look under "C" for Community Services).

WANT MORE INFORMATION?

For more information about DoCS and career opportunities please visit our website www.community.nsw.gov.au

People from culturally and linguistically diverse and Aboriginal backgrounds are encouraged to apply.