

## Director Criminal Law Division

Specified Calling Level 8, Full Time

Perth Office

### Job Description

This role leads and manages the Criminal Law Division and delivers statewide criminal law services and programs. Reporting to the Chief Executive Officer, the role works collaboratively as part of the Executive Management Team delivering organisational objectives. This role leads and manages the Criminal Law Division, including responsibility for two regional offices and their service delivery outcomes.

### About Legal Aid Western Australia

Legal Aid WA provides legal assistance services across Western Australia and the Indian Ocean Territories. We serve the broader community by providing information and legal advice with a focus on the prevention and early resolution of legal problems. We prioritise more intensive services, such as representation and mediation, to those who need them most. Legal Aid delivers through a network of ten offices, 16 Virtual Offices, 53 outreach locations and over 450 private lawyers across the State. We have a statutory duty to deliver legal aid in the most effective, efficient and economical manner. Legal Aid WA reports to the State Attorney General.

### Our Vision, Mission and Values

#### Vision

Equitable access to justice to support a fair and safe community.

#### Mission

To assist the community by providing quality and timely legal help to those who need our assistance.

#### Values

Making a difference: We're committed to helping people understand and protect their rights.

Client-centred: We put clients at the centre of everything we do.

Respect: We care about our clients and the community in which we live.

Innovation: We're committed to continuous improvement

Transparency: We are an open and accountable organisation.

## Reporting Relationships

### Criminal Law Division

FTE 96



## Scope of Duties

### Strategic Leadership and Management

- Participates collaboratively in the Executive Management Team to achieve shared organisational outcomes including shaping strategy, delivering corporate goals, project management and the development of policies.
- Leads, manages the performance of the division including allocated regional offices by providing direction, driving performance, achieving outcomes, allocating resources and building capacity.
- Plan and balance staffing and financial resources of the division in the provision of legal services to support a consistent and efficient model of service delivery, resourcing and support in each location including the most effective and efficient use of private practitioners.
- Provides leadership by creating vision for the division and a work environment consistent with the corporate vision and values, behavioural standards, a culture of safety, and quality leadership principles.
- Implement strategies to motivate and develop teams and build connection across all business units. Develop the capacity and capability of the division's people and partners with a strong client-centred focus.

### Criminal Law Practice and Policy

- Oversees the delivery of criminal law services across Western Australia and provides expert leadership in the development and implementation of statewide criminal law programs and services.

- Provides expert advice to the Chief Executive Officer on criminal law trends, issues and policies.
- Leads and/or contributes to the development and ongoing improvement of policies, practices, standards and systems for Criminal Law to ensure quality legal assistance for the community.
- Contributes to and provides advice on the review and evaluation of the quality and effectiveness of criminal law programs and services across Legal Aid WA, in collaboration with other directors.
- Provides leadership on projects aimed at reforming criminal law services within Legal Aid WA to support the improvement of programs and operations.
- Ensures activities of the division are compliant with corporate guidelines and relevant legislation.
- Builds and maintains a network of effective relationships and partnerships with key stakeholders across the criminal law and justice systems.
- Represents Legal Aid WA in a range of external forums, including communicating with media by arrangement with the Chief Executive Officer.
- Performs other duties as required.

## Selection Criteria

### ESSENTIAL

#### SKILLS, KNOWLEDGE AND ABILITIES

- **Strong leadership experience demonstrating highly advanced capabilities to nurture, manage and develop people across geographically dispersed teams.**
- Knowledge and awareness of current trends and issues impacting the criminal justice system. .
- **Shapes and Manages Strategy: Inspires a sense of purpose and direction, champions the organisation's vision and goals and unifies business unit with the strategic directions. Identifies long term opportunities and develops solutions with long term viability.**
- **Achieves Results:** Defines high level objectives and ensures translation into practical implementation strategies. Improves overall performance and delivery of organizational outcomes, and drives continuous improvement and the change agenda.
- **Builds Productive Relationships: Builds and sustains relationships, encourages stakeholders to work together, facilitates cooperation between organisations and establishes cross agency approaches to address issues. Encourages and motivates people to engage in continuous learning and empowers them by delegating responsibility for work.**
- **Exemplifies Personal Integrity and Self-Awareness:** Adheres to and promotes the public sector and Legal Aid WA' values, behavioural standards and code of conduct. Operates professionally and acts as a role model for leadership, engages with risk, and shows personal courage.
- **Communicates and Influences Effectively:** Communicates clearly and confidently, presents message in a clear and articulate manner and adapts to the audience. Presents a convincing and balanced rationale and facilitates mutually beneficial outcomes.

## ESSENTIAL REQUIRED CORE COMPETENCIES

*These are essential criteria for appointment to all Legal Aid WA positions. Refer to the Core Competencies Matrix in the Application Guidelines.*

- Committed to the principles of social justice.
- Values people, partnership and teamwork.
- Willingness to learn and share knowledge with others.
- Outcome and service focused.

## QUALIFICATIONS / LICENCES

*It is important that you set out clearly in your application a summary of your qualifications and attach a copy of relevant qualifications with your application.*

- Degree in Law or equivalent.
- Admitted, or eligible for admittance as a legal practitioner in the Supreme Court of Western Australia.

All appointments to Legal Aid Western Australia are subject to satisfactory National Police History Check and 100 point identification check.

## CERTIFICATION

*The details contained in this document have been reviewed and are an accurate statement of the duties, responsibilities and other requirements of the job:*

\_\_\_\_\_  
Director of Legal Aid

\_\_\_\_\_  
Date

## Remuneration Information

### Terms, Conditions and Benefits

- Salary: Government Officers' Salaries Allowances and Conditions Award 1989 / Public Sector CSA Agreement 2021. Specified Calling Level 8 - \$194,220 gross per annum.
- Benefits: 10.5% employer superannuation contributions paid to GESB or the superannuation scheme of your choice. Annual Leave Loading up to a maximum of \$1815.47 per annum.
- Excellent salary packaging scheme. Subject to the requirements of relevant taxation legislation, rulings and determinations, employees of Legal Aid WA can salary package a percentage of base salary as a combination of "cash" and benefit items. Non-cash benefit items include superannuation, lease of motor vehicle for private use, home mortgage payments, home rental payments, school fees, health and life insurance, living expenses and meal entertainment.
- Flexible work arrangements. Family friendly work environment, including a dedicated Family Room located at the Perth Office.
- Modern, space, including well-appointed end of trip facilities.
- 37.5 hour working week; 4 weeks annual leave per year; 15 days personal leave per year (sick & carers); 3 public service holidays per year; options for purchased leave arrangements.
- Fully subsidised annual CPD training and relevant professional memberships. In addition, learning and professional development and study leave opportunities are available.
- Social Club, which operates from the Perth Office.