
SCHEDULE ONE

POSITION DESCRIPTION

POSITION: Associate Crown Counsel (8 month fixed-term)

RESPONSIBLE TO: Team Leader – Criminal Law Team

RESPONSIBLE FOR: N/A

BUSINESS ENVIRONMENT:

The Criminal Law Team, as part of the Crown Law Office, provides support to the Attorney-General and Solicitor-General in the discharge of their responsibilities as the Law Officers of the Crown. This support encompasses the provision of legal advice to Ministers, government departments and agencies and includes representing the Attorney-General, on whose behalf government litigation is conducted.

PRIMARY PURPOSE OF POSITION:

An Associate Crown Counsel is responsible for providing legal advice to clients, under delegation, and assisting Crown Counsel in the conduct of litigation.

There is an expectation that Counsel will be responsive to the business needs of Crown Law and/or their own professional development and be willing to work in other areas of Crown Law's legal practice either on a temporary or permanent basis.

KEY RESULT AREAS:

- Prepare for, make court appearances, and assist with court appearances by Crown Counsel
- Draft legal opinions, court documents and submissions
- Research the law and legal precedents using a range of information tools
- Assist with file management
- Assist with client liaison
- Supervise and contribute to the training and development of Assistant Crown Counsel and legal support staff
- Continue with professional self development and demonstrate a current knowledge of legal issues and principles
- Undertake project work or other duties as required by the Team Leader

DECISION MAKING:

This position will be delegated the appropriate authorities to perform all the responsibilities assigned to the role.

KEY WORKING RELATIONSHIPS:

Liase with Assistant Crown Counsel, Crown Counsel, legal and secretarial support staff.

PERSON SPECIFICATION:

- A qualified lawyer whose relevant post admission experience at appointment includes some independent file management and litigation in the relevant area of law
- Demonstrable advocacy skills
- Experience in the drafting of legal advice, court documents and submissions and legal research
- Effective communication skills
- An aptitude for administrative and public law, and statutory interpretation.

Expectations of all staff:

You are expected to:

- lend a hand when others need help
- be conscientious
- be resilient
- keep yourself informed about what is going on
- get involved with organisation events

Dated: March 2008