

Position Description

Assistant Principal Solicitor



POSITION DETAILS

Employment Status	Full - time Fixed Term
Classification	SCHADS Level 7
Reports To	Principal Solicitor
Location	Statewide

ORGANISATIONAL OVERVIEW

Women's Legal Service Tasmania (WLST) is more than a statewide community legal service; we are a lifeline for women across Tasmania, offering comprehensive legal advice, together with an integrated practice of in-house financial counselling and social work services. Our legal services span a dedicated telephone advice line, face-to-face appointments, community legal education, outreach, law reform submissions, and referrals to crucial support services. As an integrated practice, our clients are also supported by in-house financial counselling and social work services. With offices in Hobart, Launceston, and Burnie, WLST is funded by the Commonwealth Attorney-General's Department, recognising that in addition to the general legal problems that can affect everyone, there are some areas of law in which a woman's experience is different – as a victim of a crime, as a primary carer of children, or through discrimination or lack of equal opportunity in employment or business.

Our focus is on assisting vulnerable women who have encountered family violence, sexual abuse, or discrimination. We create a supportive work environment to maintain our staff's resilience, attuned to the diverse needs of women from various backgrounds.

WLST is committed to protecting children, young people, and other vulnerable people from harm and will require completion of screening checks before finalising employment.

TASMANIAN SEXUAL VIOLENCE LEGAL SERVICE (TSVLS) PILOT OVERVIEW

The TSVLS is a Commonwealth-funded pilot program (2026-2027) delivering three integrated elements:

1. **Statewide Independent Legal Services:** Free, trauma-informed legal advice and limited representation for victim-survivors of sexual violence across Tasmania, delivered through a hub in Hobart with offices in Launceston and Burnie, plus outreach to regional and remote areas.
2. **Safe, Informed, Supported (SIS) Service - North-West Tasmania:** A place-based pilot implementing ALRC recommendations, including co-located Justice System Navigators (Laurel House), Safe Places to Disclose, and independent legal services based at the Burnie Health Hub.
3. **Restorative Justice Pilot:** Supporting victim-survivors through restorative justice processes for young people (10-17 years) and young adults with cognitive disabilities (up to 25 years) who have used harmful sexual behaviours.

The TSVLS is delivered in formal partnership with Laurel House (North and North-West Tasmanian Sexual Assault Support Service), integrating legal and therapeutic support to improve justice outcomes and recovery for victim-survivors.

POSITION OBJECTIVE

Under the supervision of and reporting to the Principal Solicitor, the Assistant Principal Solicitor (TSVLS) will provide specialist oversight and quality assurance for the TSVLS pilot program.

This role will support the management of the TSVLS legal team, ensuring high-quality, trauma-informed legal service delivery to victim-survivors of sexual violence across Tasmania.

The Assistant Principal Solicitor (TSVLS) will:

- Provide specialist legal support to victim-survivors of sexual violence, assisting them to navigate their rights and legal obligations across criminal, civil, and family law jurisdictions
- Support the development and implementation of trauma-informed legal practice protocols specific to sexual violence
- Assist with coordination between WLST and key partners, particularly Laurel House, to ensure integrated service delivery
- Monitor service delivery against key performance indicators and funding requirements
- Contribute to the evaluation of the pilot program and evidence-based practice development
- Support staff professional development and wellbeing, given the challenging nature of sexual violence work

This role requires experience in and understanding of the law in areas that a victim survivor of sexual violence may be navigating, including criminal law (sexual assault prosecutions, evidence law, victim participation), family law, and civil law (victims of crime compensation and child protection). Where specialist legal assistance can not be offered by our TSVLS team, (for example in the areas of defamation and/or personal injury) warm referrals to specialist services will be provided.

Knowledge of restorative justice approaches and the intersection of legal and therapeutic responses to sexual violence is highly valued.

KEY ROLE RESPONSIBILITIES

TSVLS Program Leadership and Management

- Assist the Principal Solicitor in managing the TSVLS legal team providing day-to-day guidance, oversight, and quality control of staff and legal practice specific to sexual violence matters.
- Provide specialist legal advice and practice guidance on complex sexual violence matters, including:
 - Criminal law: sexual assault prosecutions, evidence law (particularly counselling privilege and sensitive evidence), victim participation rights, engagement with police and Director of Public Prosecutions (DPP)
 - Family law: Family Violence protection orders, family law proceedings including those involving allegations of child sexual abuse
 - Civil law: victims of crime compensation and child protection proceedings. Warm referrals for personal injury claims and defamation.
- Support the development, implementation, and continuous improvement of trauma-informed practice protocols and procedures specific to sexual violence legal services, ensuring compliance with Australian Law Reform Commission (ALRC) recommendations and best practice standards.
- Assist with monitoring and reporting on TSVLS service delivery, including analysis of client demographics, service types, outcomes, and key performance indicators for Commonwealth and Tasmanian Government reporting requirements.
- Contribute to the evaluation of the pilot program, including supporting victim-survivor-led evaluation processes, case study development, and analysis of service effectiveness and justice outcomes.

Partnership Coordination and Integrated Service Delivery

- Support effective coordination and collaboration with Laurel House and other key partners, including:
 - Regular liaison with Laurel House Justice System Navigators to ensure integrated support for clients
 - Coordination with SASS (Sexual Assault Support Service) for southern Tasmania referrals
 - Engagement with police, DPP, Courts, and other justice system actors
 - Relationship building with 20+ partner organisations across the family and sexual violence sector
- Assist with the development and maintenance of warm referral protocols and information-sharing agreements between TSVLS and partner organisations, ensuring client confidentiality and trauma-informed practice.
- Contribute to the joint TSVLS-Laurel House Steering Committee and other governance structures, representing WLST legal expertise and client-centred practice approach.
- Participate in the design and delivery of training for external stakeholders, including:

- Training for external lawyers on the panel for cisgender male clients
- Trauma-informed practice training for police, DPP, and court personnel
- Community legal education for victim-survivors and support services

Legal Services Delivery

- Provide high-quality legal advice, information, referral, and limited representation to TSVLS clients where required, particularly in complex or sensitive matters, ensuring efficient, appropriate, and plain language service delivery.
- Preparation of documents, forms, and correspondence, including:
 - Victims of Crime Compensation applications
 - Victim Impact Statements
 - Protection order applications
 - Submissions to police and DPP regarding case progression
 - Communications with legal representatives in family law and civil matters
- Support the provision of integrated and holistic client services, working in collaboration with Laurel House therapeutic staff, WLST social workers and financial counsellors, and other support services to address both legal and non-legal needs of victim-survivors.
- Contribute to community legal education activities and resources specific to sexual violence, including myth-busting, consent education, legal rights information, and sector training on trauma-informed responses.

Specialist Knowledge Development and Law Reform

- Maintain and develop specialist expertise in areas of law and practice that impact victim-survivors of sexual violence including:
 - Monitoring legislative and case law developments in criminal, family, and civil jurisdictions
 - Staying up to date with trauma-informed practice research and evidence-based interventions
 - Understanding intersectional barriers faced by priority cohorts
- Contribute to law reform and policy advocacy related to justice responses to sexual violence, including:
 - Analysis of systemic barriers identified through TSVLS client work
 - Preparation of submissions to government inquiries and reviews
 - Collaboration with Women's Legal Services Australia and the Tasmanian Family and Sexual Violence Alliance
- Support the documentation and dissemination of learnings from the TSVLS pilot, including:
 - Practice guidance and toolkits for trauma-informed legal practice
 - Case studies demonstrating effective interventions and outcomes
 - Presentations at conferences and stakeholder forums

Organisational Responsibilities

- Carry out the responsibilities of the position in accordance with this Position Description, the Commonwealth funding requirements, and the overarching vision, mission, values, policies, procedures and Strategic Plan of Women's Legal Service Tasmania.
- Support TSVLS team members through regular supervision, professional development planning, and vicarious trauma management, recognising the particular challenges of working with sexual violence victim-survivors.
- Contribute to organisational reporting, including reports to the Board, Commonwealth funders, Tasmanian Government, and partner organisations, highlighting TSVLS achievements, challenges, opportunities, and recommendations.
- Demonstrate the competencies in accordance with Women's Legal Service Tasmania's Core Competency Model. For reference, the Social, Community, Home Care and Disability Services (SCHADS) Award competencies for Level 7 are listed within this document.

- Be responsible for your own administrative work associated with this role. The administration team provides some administrative support, the nature of funding for community legal services does not enable full administrative support.

KEY ROLE COMPETENCIES

Universal Competencies

Collaborative Approach

- Takes time to listen to and understand the perspectives of others.
- Uses language that demonstrates respect for colleagues and stakeholders at all times.
- Provides constructive feedback effectively
- Uses tact and discretion in dealing with sensitive information, and keeps staff informed of decisions and directives as appropriate.
- Leads effective and efficient meetings.

Diverse and Inclusive

- Displays a willingness to engage with all people in a non-judgmental or non-discriminatory way.
- Demonstrates unconditional positive regard toward internal and external stakeholders.
- Ensures own conduct aligns with the values of Women's Legal Service Tasmania.
- Uses knowledge of corporate politics to handle complex situations effectively and with discretion.
- Takes prompt and effective action to deal with unprofessional or unethical behaviour.

Efficient and Contemporary

- Allocates and controls financial resources within own area consistent with goals, priorities and budget.
- Organises people and activities, separates and combines tasks into an effective workflow to deliver project outputs according to a clear timeline.
- Is willing and able to provide expert advice to other areas of the organisation.
- Develops appropriate methodology and applies proven techniques for specialised service development.
- Demonstrates complex professional problem-solving skills.
- Provides advice on policy content and contributes to its development.

Healthy Workplace

- Practices self-care for good mental health and wellbeing.
- Recognises the significance of policy and procedures that guide workplace behaviours.
- Is accountable for actions taken and ensures that they are in full compliance with WLST regulations and rules.
- Advises and/or develops practical solutions to address resource issues that impact effectiveness of a team or project and the work to be delivered.
- Demonstrates comprehensive knowledge of policies and procedures.

Quality Practices

- Prepares evaluation research proposals for funding.
- Plans, directs and evaluates operations, including providing analysis and interpretation of outcomes
- Establishes operational procedures which impact on activities undertaken and outcomes achieved by WLST.
- Interprets evaluation findings.
- Assesses the effectiveness of current practices and develops innovative approaches to programme development and implementation.
- Ensures understanding and consistent application of quality management standards by staff members and stakeholders.
- Regularly reviews procedures and/or systems with teams to identify required improvements and apply them to processes.

Organisational Culture

- Establishes, builds and sustains effective relationships with colleagues and stakeholders.
- Actively engages in supervision (reflective practice) and professional development opportunities.

- Encourages staff members to learn continuously and to share knowledge through mentoring, networking and development, and training opportunities.
- Identifies and establishes systems and mechanisms to facilitate development of best practice and knowledge management.

Client Related Competencies

Evidence based best practice

- Is able and willing to provide expert advice to other areas of the organisation.
- Develops appropriate methodology and applies proven techniques for specialised service development.
- Demonstrates complex professional problem-solving skills.
- Provides advice on policy content and contributes to its development.

Client focused

- Establishes, builds and sustains effective relationships with clients and their supports.
- Demonstrates respect for family member and carer roles acknowledging diverse family capacities and value systems.
- Seeks feedback on client satisfaction and takes remedial action, as required.
- Develops, with clients, strategic and operational solutions that add value.
- Anticipates constraints in the delivery of services and identifies solutions or alternatives in compliance with WLST policies.
- Demonstrates commitment to quality services and assess their effectiveness.

Knowledge and application

- Provide care and support to clients and families within the boundaries prescribed by law and professional, national and local requirements, and codes of ethical practice.
- Participates in professional development relevant to role and professional interests.
- Engages in reflective practice.
- Develops and implements significant operational procedures.
- Undertakes the control and coordination of major work initiatives.
- Develop appropriate methodology and applies proven techniques in providing specialised services.
- Applies a high level of discipline knowledge.

Outcome evaluation

- Invites and involves clients and families/carers in providing feedback on services in service planning.
- Prepares evaluation research proposals for funding.
- Plans, directs and evaluates operations, including providing analysis and interpretations of outcomes.
- Establishes operational procedures which impact on activities undertaken and outcomes achieved by WLST.
- Interprets evaluation findings.

Leadership Competencies

Supporting and collaborating

- Encourages and values input from others.
- Creates an environment of trust and open communication.
- Provides supervision to assigned staff.
- Encourages different opinions and manages constructive conflict effectively.
- Encourages and values teams' input.
- Identifies and responds to underlying attitudes or behaviour patterns that may lead to team disharmony.
- Reacts purposefully to frustrations.
- Prepares and effectively runs meetings to achieve a specific objective.
- Negotiates in a constructive manner when tackling difficult issues.
- Makes realistic compromises during negotiations.

Critically evaluating

- Is sought out by others for advice and solutions on how to best interpret and use information.
- Develops conceptual frameworks that guide analysis.
- Draws sound conclusions based upon a mixture of analysis and experience.
- Reviews operations to determine their effectiveness.
- Establishes and monitors work outcomes.

Achieving results

- Establishes operational procedures which impact on activities undertaken and outcomes achieved by the team.
- Sets challenging goals for their area of responsibility.
- Assess and monitors the risks involved in team operations.
- Undertakes managerial functions across a range of services to achieve results in line with set goals.

Leading and deciding

- Shares new ideas and perspectives to adjust work approaches.
- Encourages others to see the positive outcome of doing things differently.
- Provide clear directions and priorities to teams.
- Delegates responsibility to individuals to make them accountable for successful execution.
- Organises teamwork to encourage co-operation and bring together complementary skills and expertise.
- Credits individual contributions and acknowledges team accomplishments.
- Facilitates the discussion and resolution of conflict or disagreement.
- Develops work practices and procedures for various projects.

Strategic thinking

- Manages complaints, ethical and other issues to protect WLST reputation and respect its obligations.
- Promotes a shared understanding of WLST needs and strategic direction.
- Develops and implements projects, programmes, and processes aligned with WLST strategic direction and needs.
- Actively and continuously expands own network to meet strategic goals.
- Identifies and creates opportunities to initiate new partnerships that will facilitate the achievement of strategic goals.
- Identifies and considers emerging development opportunities and risks when articulating new options and recommendations.

Managing resources

- Seeks ways to reduce costs.
- Ensures required resources and skill sets among staff are in-line with task requirements.
- Monitors budget usage and ensures critical costs are covered.
- Understands outcome requirements and aligns resources to achieve them.
- Responsibly allocates and accounts for the use of resources, weighing alternatives and their benefits.
- Demonstrates an understanding of the relationship between effective resource management and core WLST functions.
- Identifies emerging risks and take action to address.
- Effectively mitigates risks by selecting best methods to manage or avoid the risk.

SELECTION CRITERIA TO BE ADDRESSED IN AN APPLICATION

Essential

1. Admission as a Solicitor in the Supreme Court of Tasmania and the Federal Court of Australia with demonstrated experience in supporting victim-survivors of sexual violence across criminal, family and civil jurisdictions.
2. Knowledge of laws relevant to women, including but not limited to family law, family violence and child safety matters, and the ability to advocate, negotiate and liaise effectively on a client's behalf in a non-judgmental manner,

assessing their safety, identifying risks and developing effective strategies which address their needs in a trauma informed way with strong project management skills and the ability to manage multiple legal projects simultaneously, prioritizing tasks and deadlines.

3. Excellent verbal communication and interpersonal skills, with the ability to engage effectively with diverse groups, including victim-survivors, and working collaboratively within a team environment, supporting colleagues and contributing to a positive workplace culture, with an ability to monitor and evaluate team performance, providing constructive feedback and ensuring accountability for the quality and timeliness of legal work.
4. Demonstrated ability to work collaboratively in a multi-disciplinary environment, including experience partnering with therapeutic services, counsellors and support workers; understanding of the intersection of legal and non-legal needs of victim-survivors and the ability to build and maintain effective partnerships across the family and sexual violence sector.
5. High-level written communication skills, including the ability to maintain accurate and complete client files in accordance with Women's Legal Service Tasmania procedures, and the ability to draft complex reports, collating statistics to demonstrate program effectiveness and case studies highlighting client outcomes.
6. Ability to work within and positively advance the mission and values of Women's Legal Service Tasmania, including a commitment to the social justice, equity, and empowerment of women, with an ability to allocate resources effectively and drive innovation and continuous improvement in service delivery.
7. Hold a current Tasmanian Working with Vulnerable People (WWVP) Employment registration, and a current and clear National Police Check (no more than twelve months old) or the ability to obtain.

Desirable

1. Demonstrated experience in leading and managing a team of legal professionals, fostering a collaborative and high-performance culture, with an ability to monitor and evaluate team performance, providing constructive feedback and ensuring accountability for the quality and timeliness of legal work.
2. Some knowledge of integrated and trauma-informed practice, as well as a familiarity and understanding of the role and challenges faced by the community services sector.
3. Proven ability to engage with internal and external stakeholders, including senior management, clients and other community services, to deliver effective legal solutions.
4. High level computer and system skills, including Microsoft Office suite, word processing, spreadsheets, databases, email and calendars, and competence in Apple computers preferred.
5. Current First Aid Certificate.
6. Full driver's license.
7. Prepared to travel intrastate as required.