

Executive Director, Civil Justice Services

Classification:	SES2 Low
Duration:	Five year SES contract
Salary:	\$169,235 - \$176,541
Total Fixed Remuneration*:	\$224,886 - \$233,235

*Total fixed remuneration includes employer superannuation contributions, executive vehicle allowance, annual leave loading. Additional benefits include salary packaging arrangements.

JAR:	QLD/575997
Location:	Brisbane

About the role

As Executive Director, you will be recognised and respected for your legal expertise and experience, not only within Legal Aid Queensland, but the broader legal profession in Queensland. You will provide leadership and expert advice to the Chief Executive Officer and the Senior Executive Director, Legal Practice, Legal Aid Queensland Board and staff on Civil justice matters

You will also promote the interests of Legal Aid Queensland and our clients within the civil justice system, providing expert advice about policy development and law reform initiatives to external agencies and government. You will also be responsible for leading a highly skilled and experienced dedicated group of team leaders, providing performance management and professional development opportunities to help all staff reach their potential and ensure the organisation's objectives are met.

In this role you will:

- Lead and manage the Civil Justice Services Division to achieve Legal Aid Queensland's strategic and operational objectives, and particularly to deliver quality, client focused, cost effective Legal Aid Queensland Civil Justice Services.
- Direct, lead and support a team of managers and multiple legal teams to ensure a shared commitment to a culture of client service, accountability and high performance.
- Contribute to LAQ's strategic direction as a Senior Leadership Team member and provide advice to the Senior Executive Director, Legal Practice, CEO, the Board, internal managers and staff about Civil Justice matters.
- Lead the development and implementation of plans and strategies for Civil Justice Services area in line with LAQ's strategic plan and ensure objectives are met.
- Manage the ongoing development and continuous improvement of the provision of civil justice services from LAQ through conducting file reviews and audits, identifying and implementing improvements to the case management system, providing expert advice on policy and ethics issues and leading professional development strategies for lawyers providing civil justice legal services.
- Provide expert advice and coaching to lawyers throughout Legal Aid Queensland about conducting Civil Justice cases.
- Build strategic internal and external relationships, partnering and influencing to develop a stronger Civil Justice Practice and legal system.

- Ensure Legal Aid Queensland is at the forefront of legal service delivery in Australia through participation in legal forums and maintaining key stakeholder networks. This also includes developing and piloting initiatives, encouraging test cases and introducing best practice procedures.
- Provide policy and law reform advice on behalf of Legal Aid Queensland and National Legal Aid to state and federal agencies about Civil Justice matters and service delivery to disadvantaged clients.
- Prepare submissions to the Senior Executive Director Legal Practice and CEO in response to complex and sensitive issues relating to Civil Justice matters.
- Work collaboratively across LAQ to continuously improve the client experience by implementing strategies and initiatives to enhance the quality and accessibility of LAQ services.
- Oversee and monitor resource and budget allocations to ensure costs are contained within budget parameters.
- Maintain a high standard of practice through governance and risk management.
- Model the values of respect, quality and accountability.

More information about the role

- Applications will remain current for a period of up to 12 months and may be considered for other vacancies (identical or similar) which may include an alternative employment basis (permanent, temporary, full-time or part time).
- Legal Aid Queensland embraces diversity and encourages applications from people with disability. We are committed to making reasonable adjustments to provide a positive, barrier-free recruitment process and supportive workplace. Please contact careers@legalaid.qld.gov.au for support to ensure an equitable, barrier-free application process.
- A criminal history, bankruptcy and due diligence check will be undertaken for this position on the recommended applicant/s due to the nature of the work involved.
- The appointed applicants will be required to disclose relevant conflicts of interest prior to or on commencement and throughout their employment and disclose any employment as a lobbyist in the preceding two years.
- You may be exposed to explicit and/or graphic material during the course of your employment.
- Additional information, including our organisation structure and Applicant Information Kit, is available from www.legalaid.qld.gov.au

About you

Below are the knowledge and skills required for the role. Your application and ongoing performance will be assessed on these core capabilities:

- You have experience operating within a management team as a legal professional and can contribute to effective legal service delivery to disadvantaged people. You have extensive experience in practicing civil law and have contributed to national and state policy development and law reform.
- You possess excellent leadership skills to effectively oversee and coordinate multiple teams in Civil Justice Services, leading the service area's strategic direction and aligning activities with organisational

and government priorities. You develop plans that address current and future requirements and commit to achieving targets.

- You motivate and empower others through delegating work, mentoring, timely praise and recognition, encouraging continuous learning and regular performance reviews. You foster teamwork and resolve conflict using appropriate strategies.
- You represent the organisation effectively in public and internal forums. You build and sustain relationships within the organisation and with external professional stakeholders. You can facilitate cooperation between organisations and promote reciprocal information sharing.
- You present and write in a clear, concise and articulate manner. You offer convincing and balanced rationale, negotiate persuasively and remain focused on important issues.

Mandatory requirement or special conditions

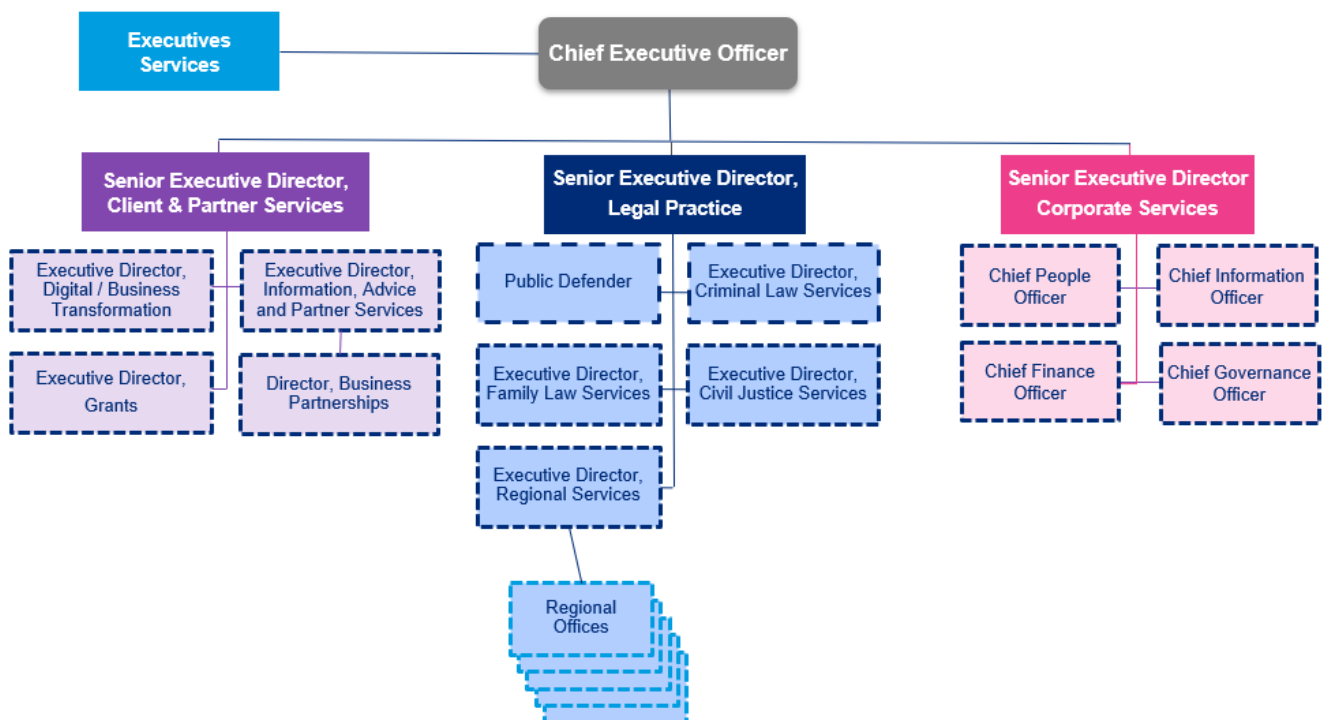
You must be admitted or eligible for immediate admission as a legal practitioner in Queensland, and eligible for a current practicing certificate and entry in the High Court Register of Practitioners.

About us

Our vision and purpose

Legal Aid Queensland’s (LAQ) vision is to be a leader in a fair justice system where people are able to understand and protect their legal rights. Our purpose is to provide quality, cost effective legal services to financially disadvantaged people throughout Queensland.

Our structure



Our values



Our services

- Community legal education and information
- Legal advice and task assistance
- Duty lawyer services
- Lawyer assisted dispute resolution
- Representation in courts and tribunals.

Our workforce

LAQ’s workforce vision is to be a great place to work where our people are respected, valued, safe and supported. Our highly skilled workforce embraces diversity, flexibility, learning and continuous improvement to deliver quality legal services. LAQ applies the leadership competencies for Queensland through the delivery of the leadership pathways program and other programs and initiatives.

Conditions and benefits of working for Legal Aid Queensland

Please refer to Senior Executive Service – employment conditions (Directive 09/23) which sets out requirements for the employment and employment conditions for senior executives and public service officers mobilised, seconded, or acting in senior executive roles.

About applying

CONTACT	Peter Delibaltas Senior Executive Director, Legal Practice Peter.delibaltas@legalaid.qld.gov.au (07) 3917 0257
CLOSING DATE	Wednesday, 17 th July 2024

To apply for this role, you will need to provide:

- a cover letter about what you can bring to the role
- a written statement (2 pages) on how you have demonstrated the capabilities outlined in the ‘About You’ section
- your resume/CV that details your relevant experience, work history and qualifications, and
- two referees.

Submit your application

- Go to www.smartjobs.qld.gov.au
- Login in or create a 'My SmartJob' account.
- Locate the role and click on Apply Online and follow the prompts.

Track your application

By applying online, you can track your application through the process, maintain your personal details through registration and withdraw your application if needed.

Technical difficulties

If you have technical difficulties when accessing www.smartjobs.qld.gov.au please contact 13 QGOV (13 74 68).

Late applications

Late applications cannot be submitted via Smart jobs, so please allow enough time before the closing date to submit your application. If you want to discuss a late submission, the contact on this role description is the best contact. Alternatively, you can contact Legal Aid Queensland's People, Culture and Capability team on 07 3917 0147 or email careers@legalaid.qld.gov.au.

Tips for applying

[How to write a resume](#)

[How to respond to key selection criteria](#)

[Preparing for an interview](#)