

LEGAL PROFESSION BOARD OF TASMANIA

INVESTIGATIONS OFFICER STATEMENT OF DUTIES

Position Title:	Investigations Officer
Responsible To:	Manager Operations, Legal Profession Board of Tasmania
Employment Conditions:	Ongoing contract.
Hours of Work:	Between the hours of 09:00am to 5.00pm (Monday to Friday)
Salary Range:	\$65,000 - \$95,000 p.a. (dependent on experience and qualifications) + Superannuation
Work Location:	Hobart, Tasmania – some intra-state travel may be required

Background Information:

The Legal Profession Board (the Board) is the independent Statutory authority established by the *Legal Profession Act, 2007*, for the regulation of the legal profession in Tasmania.

A major part of the Board's work is the investigation, hearing and mediation of complaints against legal practitioners in relation to unsatisfactory professional conduct and the investigation and the prosecution of legal practitioners in relation to professional misconduct.

The Board is also responsible for monitoring and providing advice on standards of practice within the legal profession in Tasmania.

Duties and Responsibilities of Position:

Under the general direction of the Manager Operations, the Investigations Officer will investigate complaints against legal practitioners and prepare reports and recommendations for the Board in relation to the findings. Where appropriate, the Investigations Officer will attempt to resolve complaints by negotiation/mediation. The Investigations Officer may also be required to appear as an advocate in hearings before the Board and/or the Disciplinary Tribunal.

Investigations will involve communicating with complainants and respondents both orally and in writing, taking statements, reviewing often complex documentation and preparing reports, documents and applications. The work of the Investigations Officer requires regular contact with members of the public and legal practitioners.

The Investigations Officer will also be required to contribute to the efficient operation of a small team.

Principal Duties:

1. Undertake investigations into complaints about legal practitioners and legal firms.
2. Interview complainants and respondents and review evidence and documentation.
3. Deal with general enquiries from persons wishing to make a complaint against a legal practitioner.
4. Prepare detailed reports with recommendations and associated correspondence.
5. Facilitate mediation between complainants and legal practitioners.
6. As directed, appear as an advocate in hearings before the Board and the Disciplinary Tribunal.
7. Assist in arrangements necessary for the hearing of complaints by the Board.
8. Assist in the operational planning of the office including participating in professional development programs and contributing to statistical data collections and provide assistance to the Executive Officer and other staff, as required.

Direction and Supervision Received:

Duties of the Investigations Officer are undertaken under the broad direction and supervision of the Manager Operations.

Essential Selection Criteria

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications; training and competencies; past achievements and potential for development.

1. A demonstrated ability to conduct investigations and experience in the preparation of complex reports.
2. Highly developed oral and written skills including the capacity to communicate effectively with a diverse range of people and especially with people who are under stress.
3. Analytical and research skills of a high order, together with the ability to exercise sound judgment in formulating recommendations to address complex issues.
4. Understanding of, and commitment to, the principles of natural justice/procedural fairness.
5. Demonstrated capacity to quickly acquire an understanding of the complaints provisions relating to the regulation of legal practitioners and legal practices in Tasmania and to interpret a variety of legislation.
6. An understanding of alternative dispute resolution processes.
7. Capacity to work independently without direct supervision including the capacity to plan, organise and prioritise workload and to meet deadlines.

8. The ability to work flexibly and co-operatively as a member of a small team, to show initiative and to be discrete.
9. Demonstrated skills in the use of modern office technology and equipment and a capacity and willingness to work self-sufficiently.

Desirable (non-essential) Selection Criteria:

1. Experience and or qualifications as a mediator or otherwise in alternative dispute resolution in a legal context.
2. Demonstrated capacity to appear, as an advocate, in hearings, including, qualifications for admission as a practitioner of the Supreme Court of Tasmania.

Employment Conditions:

The Board encourages all applicants seeking either full-time or part-time employment to apply.

Pre-Employment Checks

The Board has determined that the person nominated for this position is to satisfy pre-employment checks (including referee and Police checks) prior to taking up the appointment. The person nominated for this position is required to provide to the Board a Tasmania Police Clearance.

Telephone Enquiries:

For all enquiries, please contact Mr Frank Ederle, Chief Executive Officer, on (03) 6226 3000.

Applications:

Applications addressing the selection criteria should be in writing and forwarded to the Chief Executive Officer, Legal Profession Board of Tasmania, GPO Box 2335, Hobart, Tasmania 7001 or emailed to enquiry@lpbt.com.au