

Position Description

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| Role | Principal Lawyer, Investigations and Litigation | Reports to | Director, Regulatory Services |
| Approval date | August 2025 | List any attachments to this document | N/A |
| Position Summary <p>The Principal Lawyer, Investigations & Litigation leads the Society's investigation of complaints about the conduct of legal practitioners pursuant to the <i>Legal Profession Act 2006</i> (ACT) and provides advice to the Council and/or delegated committees on complaints, discipline and litigated matters. Reporting to the Director, Regulatory Services, this role also appears on behalf of the Council in mediations and/or litigated proceedings. The Principal Lawyer will lead and manage a small team of investigative lawyer/s and/or paralegals, providing supervision, guidance and support to ensure the fair, effective and timely handling of complaint investigations, disciplinary and litigated matters.</p> | | | |
| Responsibility profile Common responsibilities: <ul style="list-style-type: none"> • Comply with and promote agreed WHS practices, privacy provisions, agreed codes, policies, and procedures, and conduct work in a respectful, safe, and efficient manner. • Participate in and promote ACT Law Society core workplace programs, including, but not limited to, those relating to performance and professional development. • Work collaboratively within the business group and across the organisation to promote effective communication and information sharing. • Provide appropriate people and/or technical leadership commensurate with seniority/position in a way that demonstrates measurable contribution towards achieving ACT Law Society's objectives. Specific responsibilities: <ul style="list-style-type: none"> • Lead, manage and conduct the investigation of complaints about legal practitioners under the <i>Legal Profession Act 2006</i> (ACT). • Manage a small team of investigative and litigation lawyer/s and/or paralegal/s, fostering a collaborative and service-oriented approach to investigations, mediation and litigation. • Engage professionally with complainants, legal practitioners, and relevant third parties through clear and effective communication. • Prepare and provide advice to Council and relevant delegated committees in relation to investigations, disciplinary and litigated matters. • Draft and file applications in the ACT Civil and Administrative Tribunal (ACAT) in disciplinary matters and appear on behalf of the Society, or brief counsel as required, before the ACAT or Supreme Court of the ACT. • Develop and maintain internal policies, guidelines, and procedures to support efficient, proportionate and timely investigations and any resulting litigation. • Prepare periodic reports on the status of complaint investigations and litigated matters. • Work collaboratively to support continuous improvement in the Society's service delivery and contribute to education and information activities to promote high standards of ethical and professional legal practice. | | Appointment profile Essential: <ul style="list-style-type: none"> • Admitted to practice in an Australian Supreme Court, with a current Unrestricted Practising Certificate or eligibility to obtain one. • Extensive experience in legal practice, including litigation and court advocacy. • Highly developed written and verbal communication skills. • Strong analytical and problem-solving abilities, with demonstrated expertise in interpreting and applying legislation, case law and rules. • Proven ability to assess and resolve factual and legal issues efficiently, accurately and with sound judgment. • Ability to quickly acquire and apply knowledge in new and evolving areas of law. • Exceptional attention to detail, with a proven ability to consistently maintain accurate, thorough, and well-organised records. Desirable: <ul style="list-style-type: none"> • Experience in regulatory or complaint-handling environments, complemented by a sound understanding of administrative law principles and practices. Competencies: <ul style="list-style-type: none"> • Demonstrated integrity and professionalism, consistently acting with honesty, trustworthiness and respect. • Exceptional interpersonal skills, with a demonstrated ability to engage effectively across diverse community groups and collaborate with a range of stakeholders. • Proven leadership and people management experience, including the ability to motivate, guide, and support team members to achieve shared goals. • Demonstrated capacity to proactively plan, meet deadlines, and collaborate effectively within a small team setting. • Contribute to a workplace culture that is consistent with the Society's vision and objectives. | |