

Position Description

Role	Senior Lawyer, Investigations and Litigation	Reports to	Principal Lawyer, Investigations and Litigation
Date approved	January 2026	List any attachments to this document	N/A

Position Summary

The Senior Lawyer, Investigations & Litigation supports the Society's investigation of complaints about the conduct of legal practitioners pursuant to the *Legal Profession Act 2006* (ACT) and provides advice to the Council and/or delegated committees on complaints, discipline and litigated matters. The Senior Lawyer will handle investigations into complaints about lawyers (disciplinary or relating to their fitness to practise) to ensure the fair, effective and timely handling of complaint investigations, disciplinary and litigated matters. Reporting to the Principal Lawyer, Investigations and Litigation, this role also appears on behalf of the Council in mediations and/or litigated proceedings and will be required to collaborate with complainants, lawyers, courts and tribunals, other regulatory bodies and external legal representation.

Responsibility profile

Common responsibilities:

- 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 the ACT Law Society's 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:

- Conduct complex investigation of complaints or trust accounts related to legal practitioners or practices under the *Legal Profession Act 2006* (ACT).
- Contribute to 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 and courteously 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 and/or external legal representation as required, before the ACAT or ACT Supreme and Magistrates courts.
- Contribute to internal policies, guidelines, and procedures to support efficient, proportionate and timely investigations and any resulting litigation.

Appointment profile

Essential:

- Admitted to practice in an Australian Supreme Court, with a current practising certificate or eligibility to obtain one.
- Broad 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.
- A professional disciplinary history with no adverse findings.

Desirable:

- Experience in regulatory or complaint-handling environments.
- A sound understanding of administrative law principles and practices.
- Experience in or ability to guide early career lawyers.

Competencies:

- 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.
- 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.

Position Description



<ul style="list-style-type: none">• 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.	
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