



## Position vacant

# Team Leader, Investigations

The Law Society of New South Wales is looking to employ a Team Leaders in the Investigations area of its Professional Standards Department, on a full-time basis. The position will be advertised internally and externally. If any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than Friday 25 June 2021.

### Responsibilities

Reporting to the Deputy Director, Investigations, the Team Leader is responsible for leading a small legal team charged with the investigation and resolution of complaints against solicitors under Chapters 3 and 5 of the Legal Profession Uniform Law NSW. The Team Leader oversees the work of the team including timely conduct of preliminary assessment and investigations of complaints, reporting to the Professional Conduct Committee, preparing memoranda to Council, and investigation support in litigation matters.

### Accountabilities

- Leading a team of investigators who deal with complaints under the Legal Profession Uniform Law, including:
  - advising and assisting team members on the management of individual matters;
  - managing overall team and individual practice resources;
  - reviewing and monitoring team functions and responsibilities including performance appraisals of team members;
  - active case and practice management; and
  - reporting to the Professional Conduct Committee.
- Expedient analysis, assessment and investigation of disclosures by and complaints against solicitors including drafting relevant notices.
- Examination, investigation, research, report and make recommendations on disclosures and complaints.
- Obtaining and collecting of evidence to support any prosecution or advice given by Litigation section as necessary.
- Liaison with complainants, solicitors, Professional Conduct Committee, Law Society Council, NSW Legal Services Commissioner and staff.
- Active involvement in the Department including legislative and legal development.
- Active case and practice management.
- Handle the appointment of Investigators, Managers/Supervisors and/or Receivers as required.
- Assist with the management of the Delegations Register, as required.
- Assist in creating and managing systems for reporting to OLSC.



## Requirements

- Legal Qualifications with extensive, relevant legal experience.
- Admission as a lawyer.
- Sound knowledge of Legal Profession legislation as defined in section 3A of the Legal Profession Uniform Law Application Act 2014.
- Good grasp of solicitor's accounting practice.
- Proven ability to use clear, concise language in correspondence and reports.
- Ability to plan and organise self and others to ensure the timely completion of tasks and to manage and support others to succeed in their roles.
- Ability to identify system and service improvements.
- Ability to structure, engage and present information clearly.

## Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

**Written applications should include a cover letter and brief resume, should be made via <https://www.seek.com.au/job/52597977>**