

Position Description: Solicitor

Salary Range: SCHADS Level 7 (1 – 3), plus the benefits of tax-effective salary packaging. EECLC offers an above award enterprise agreement, including an additional 2 weeks paid ex gratia leave inclusive of public holidays between Christmas and New Year's Day. Employer funded superannuation is paid in accordance with the Superannuation Guarantee (Administration) Act 1992, and is in addition to the gross salary offered.

Position Status: Permanent part time of 26 hours per week.

Position Reports to: Managing Principal Solicitor

Primary Responsibilities: Provide free legal advice, casework and community legal education services.

Role and Context of Position

EECLC provides access to justice through the provision of legal services, including community legal education, particularly for people who are disadvantaged by their social and economic circumstances.

This position is based in Katoomba, however regular outreach to Bathurst and nearby towns will be required as directed.

Level of Responsibility

Solicitors will be supervised at a level appropriate to their experience. All solicitors undertake a period of orientation at the commencement of their employment depending on their level of experience, as considered appropriate by the Managing Principal Solicitor.

After the orientation period, all solicitors undertake a broad range of legal work independently but with supervision appropriate to their level of experience.

Legal work includes:

- Providing legal advice by telephone, in person or at outreach clinics;
- Representing clients at court/ tribunal;
- Having carriage of client files in a range of legal matters of varying complexity depending on the solicitor's experience;
- Preparing for and conducting community legal education and attending community development events;
- Undertaking law reform work and projects.

Supervision

As per EECLC Legal Centre Policy.

Documented supervision meetings to monitor and provide support with a focus on Support, Accountability, Education and Workplace Health and Safety. External supervision is also offered.

Organisation Expectations

1. Governance and Accountability

All employees will:

- a. Adhere to EECLC Constitution, philosophy, policies and procedures including state and federal legislation, funding body service agreements, the National Association of Community Legal Centre's Risk Management Guide and industry standards;
- b. Document work in line with required standards;
- c. Ensure the complete and accurate collection of client data and entry onto CLASS client database;
- d. Perform all reasonable duties requested by the Managing Principal Solicitor;
- e. Attend internal supervision sessions.

2. Teamwork

All employees will:

- a. Attend staff, team and casework meetings when required and contribute to decision making;
- b. Contribute to EECLC planning relevant to own work, including implementation of the Strategic Plan;
- c. Contribute to a positive and cooperative work environment;
- d. Follow through on commitments;
- e. Contribute to housekeeping tasks;
- f. Notice and discuss areas for process improvement;
- g. Act to support volunteers, management and other staff members.

3. Development

All employees will

- a. participate in required training and ongoing professional education

4. Workplace Health & Safety

All employees will understand the WH&S Policy, and how they can participate and support the implementation of the WH&S Policy.

Position Expectations

1. Legal Advice and Casework

All solicitors will:

- a. Provide high quality legal advice, assistance and referrals for clients;
- b. Undertake legal casework in accordance with EECLC casework policy, or as directed by the Principal Solicitor;

- c. Conduct litigation;
- d. Brief counsel and pro bono solicitors as required;
- e. Provide advice, support and assistance in keeping pamphlets, factsheets and other referral material in stock and up to date.

2. Community Legal Education and Liaison

All solicitors will:

- a. Provide legal education and training;
- b. Contribute to legal education publications for community members, legal practitioners and community workers assisting socially and economically disadvantaged people;
- c. Liaise with community organisations, police, chamber registrars, court staff and other stakeholders as appropriate, which may include working on weekends or out of usual hours to attend community events.

3. Law Reform

All solicitors will:

- a. Identify suitable public interest cases;
- b. Research and prepare reports, submissions, recommendations and commentaries on law and policy reform issues;
- c. Advocate for law and policy reform with other community organisations;
- d. Participate in law reform activities of Community Legal Centres NSW, where appropriate.

4. Supervision of Volunteers

All solicitors will:

- a. Provide supervision, mentoring and support to a broad range of volunteers, including but not limited to:
 - i. Law students;
 - ii. Solicitors and volunteers participating in the Evening Advice Service;
 - iii. Graduates completing their practical legal training work experience;

Selection Criteria

These are tasks/education/experience specific requirements, which the candidate must have in order to carry out the position:

Essential

- 1. **Demonstrated understanding and commitment to the philosophy of community legal centres, the promotion of human rights, social justice and meeting the legal needs of socially and economically disadvantaged people and groups.**
- 2. Hold, or be eligible for, an unrestricted practising certificate in New South Wales.

3. **At least 2 years' post admission experience at least two or more of the following areas of law: victims of crime, domestic violence, sexual assault, family, care and protection, employment, police complaints, discrimination, credit and debt, fines, and / or consumer issues.** Family violence and family law experience are particularly important for this position.
4. **Ability to identify and understand both legal and non-legal issues facing socially and economically disadvantaged members of the community**
5. **Demonstrated ability to undertake casework, community legal education and policy and law reform activities.**
6. Demonstrated ability to take initiative, accept responsibility, and work as part of a multi-disciplinary team, including the supervision of a broad range of volunteers.
7. Demonstrated ability to communicate and negotiate effectively with clients, other parties, government and community organisations.
8. Excellent oral and written communication skills.
9. Demonstrated time management skills with an ability to exercise initiative prioritise work and meet deadlines.
10. Completion of Aboriginal specific cultural safety training or be willing to undertake cultural safety training.
11. Computer literacy.
12. Hold a current NSW driver's licence and have access to a roadworthy car.

Desirable

1. Experience working in a community legal centre or knowledge of the sector
2. Experience in community legal education
3. A willingness to undertake other training as identified or required.
4. Experience with Apple Macintosh computers.