



**HIV/AIDS Legal Centre Incorporated (NSW) ABN 39 045 530 926**

**POSITION** Solicitor (at least 2 years post admission experience), HIV/AIDS Legal Centre (HALC), 414 Elizabeth Street, Surry Hills, NSW 2010

**STATUS** Fixed term contract for 12 months – 35 hours per week 1.0 FTE

**CLOSING DATE** until position has been filed

**CONTACT PERSON** Alexandra Stratigos: 02 9206 2060

**REMUNERATION** \$61,500-\$66,000

Superannuation of 10%  
Salary packaging available  
Salary band reflects experience  
2 weeks additional leave during Christmas closure

The HIV/AIDS Legal Centre (HALC) is a specialist community legal centre that provides high quality legal services around HIV, Hepatitis C and the law. HALC provides free and comprehensive legal assistance to people with an HIV or HCV-related legal problem; undertakes community legal education for professionals and the wider community; and engages in law reform activities including public interest litigation.

The Centre is seeking a qualified solicitor with at least 2 years post admission experience for a period of 12 months. The successful candidate will be admitted to practice as a solicitor in NSW, and the High Court of Australia, hold a current NSW Practising Certificate, as well as addressing the selection criteria below. Aboriginal and Torres Strait Islander people are encouraged to apply for this position.

The successful applicant will be required to start **as soon as possible**.

**Please submit your application, by way of a cover letter addressing the selection criteria including proposed earliest commencement date, with a CV to [alexs@halc.org.au](mailto:alexs@halc.org.au)**

**Interviews of suitable candidates will commence ASAP and continue until the position has been filled.**

**Selection Criteria to be addressed:**

| <b>1. Essential Criteria</b>   |
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| a) Current NSW Practising Certificate, and eligibility to practice as a Solicitor in the Supreme Court of NSW and High Court of Australia;   |
| b) A demonstrated understanding of the legal issues affecting people with HIV, and priority groups at risk of HIV; and the ability to provide sound legal advice and representation to clients with HIV-related legal matters; |
| c) The willingness and ability to become a registered migration agent with the Migration Agents Registration Authority;  |
| d) Previous experience and passion for migration law, in particular in respect of complex migration law including protection visa applications, the health waiver  |

**414 Elizabeth Street Surry Hills NSW 2010**

**email: [halc@halc.org.au](mailto:halc@halc.org.au)**

**[www.halc.org.au](http://www.halc.org.au)**

**Tel: (02) 9206 2060**

**Fax: (02) 9206 2053**

**Freecall: 1800 063 060**

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| process, visa cancellation matters, judicial review;   |
| e) In addition to migration, demonstrated experience in at least 2 of the following areas of law: discrimination, employment, criminal, family, insurance, superannuation, social security, wills and estates, privacy/disclosure, public health.  |
| f) Demonstrated commitment to social justice and empathy with the Centre's client groups, including people from cultural and linguistically diverse backgrounds, people with disabilities (including mental illness), people from the LGBTIQ community and people at significant social and economic disadvantage; |
| g) Ability to work as part of a team in a co-operative work environment including supporting and working with volunteers;  |
| h) Ability to manage a busy legal caseload efficiently and effectively;  |
| i) Availability to commence employment as soon as possible.  |

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| <b>2. Desirable Criteria</b>   |
| a) An interest in and ability to identify funding opportunities and prepare applications for funding           |
| b) Social media skills   |
| c) Willingness to travel interstate for community legal education and outreach.                                |
| d) Experience in assisting clients with appeals of migration decisions to the Administrative Appeals Tribunal. |
| e) Experience in briefing barristers for judicial review applications.   |
| f) Ability to contribute to Community Legal Education and law reform activities.                               |
| g) We encourage Aboriginal and Torres Strait Islander people and people living with HIV to apply.              |

## **JOB DESCRIPTION**

### **Legal Services**

1. To provide legal advice, assistance, referral & representation to clients with HIV and/or HCV related legal problems.
2. To undertake casework in accordance with the policies and procedures of the service and/or as directed by the Principal Solicitor including undertake advocacy within the solicitor's professional capability and within the capacity of the practice.
3. To brief and instruct other legal practitioners in litigated matters.
4. Advocacy limited to cases identified as cases of special need and/or where other representation on HIV/AIDS and/or HCV matters is not available elsewhere.
5. To work collaboratively with other staff and volunteers.
6. Contribute to the development and maintenance of referral information and other resources to support the advice and casework functions.
7. Liaise closely with other service providers – both HIV and/or HCV specific and generic.

**Community Legal Education**

8. Assist in the development and delivery of community legal education programs through the provision of legal education and training sessions for legal practitioners, community workers and other organisations.
9. Develop materials for use in community legal education seminars, present community legal education seminars and other community legal education activities.
10. Contribute to community networking and liaison with local community organizations, police, chamber magistrates, court staff and others.
11. To undertake regular professional supervision and case review.

**Law Reform**

12. Participate as required in the development of legal and/or public policy concerned with HIV and/or HCV including identifying suitable public interest cases to maximise the potential for law reform.
13. Assist in research and contribute to the preparation of submissions, reports, recommendations and commentaries regarding law and administrative reform issues.
14. Work collaboratively with other community legal centres and organizations on law reform and policy advocacy work.

**Other**

15. Identify and prepare funding applications.
16. Assist and participate in the training and supervision of legal and non-legal volunteers.
17. In conjunction with management and other staff assist in the planning, establishment and evaluation of services conducted by the organization.
18. Provide regular reports to management; attend staff and casework meetings, as required.
19. To undertake professional training as required.
20. Undertake other duties as required including fundraising and networking, as well as rostered housekeeping duties.
21. The position may be required to make occasional short rural trips to provide community legal education as part of state-wide service delivery, and short interstate trips from time to time under any partnership agreements.