**Women’s Legal Service NSW**

**Position Description**

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| **Position: Assistant Principal Solicitor** | **Location:** Sydney Office (Lidcombe) |
| **Salary Level:** $106,206.46 - $117,981.50  **Status:**  Permanent full time  **Hours:** 35 hrs per week | **Award:** Linked to the Social, Community, Home Care & Disability Services Industry Award 2010  **Salary Range:**  WLS NSW Enterprise Agreement  Grade 7 |
| **Supervisor** | **Accountability Structure** |
| **Responsible to:** Principal Solicitor | **Board of Management**  **↓**  **Principal Solicitor/Executive Officer**  **↓**  **Assistant Principal Solicitor** |
| **Role and Context of Position** | |
| Women’s Legal Service NSW promotes access to justice through the provision of legal services, law reform and community legal education, particularly for women who are disadvantaged by their social and economic circumstances. The role of WLS is to foster legal and social change to redress inequalities experienced by women.  The Assistant Principal Solicitor’s role is to support the Principal Solicitor in the provision of guidance to WLS solicitors and in the management of the legal practice. She will be a ‘nominated person’ under the CLC Risk Management Guide with responsibility for supervising the legal practice in the absence of the Principal Solicitor. She directs and assists solicitors in the provision of legal services, law reform and community legal education, particularly for women who are disadvantaged by their social, economic and cultural circumstances, as well as providing direct advice and casework services to clients. The Assistant Principal Solicitor participates in the effective management of WLS. Work outside ordinary business hours will be required as needed for board meetings, volunteer advice service supervision, community legal education seminars, external committee meetings or other organisational activities and may be required to make occasional short rural trips to provide community legal education and outreach advice services as part of state-wide service delivery. | |
| **Supervision** | |
| As per WLS policy.  Documented bimonthly supervision meetings to monitor and provide support with a focus on:   * Debriefing * Accountability * WH & S * Training and development | |

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| **Annual Performance Appraisal** | | |
| As per WLS policy.  An annual performance appraisal will be conducted during a bi-monthly supervision meeting. The appraisal will assess achievement of expectations and requirements, including any relevant industry standards. Standards for assessment will be drawn from expectations in this position description. | | |
| **Organisation Expectations** | | |
| This section describes expectations that apply to all employees regardless of their role. | | |
| **Expectation** | **Tasks** | **Evidence Guide** |
| **1. Governance and Accountability** | All employees will   * 1. Adhere to the WLS NSW Constitution, philosophy, policies and procedures including state & federal legislation, funding body service agreements, and industry standards   2. Write and complete work plans in line with the WLS outcomes as required.   3. Prepare progress reports on outcomes as required   4. Document work in line with required standards   5. Undertake data collection   6. Perform all reasonable duties requested by the EO or Principal Solicitor.   7. Work outside ordinary business hours may be required.   8. Undertake a yearly performance appraisal   9. Attend supervision sessions | Demonstrated:   * 1. Familiarity with and application of all relevant regulations and standards   2. Appropriate monthly reports prepared and submitted.   3. Work plans in place and appropriate.   4. Communications clear and effective.   5. All set duties carried out. |
| **2. Teamwork** | All employees will:   * 1. Attend staff, team and casework meetings when required   2. Contribute to WLS planning relevant to own work.   3. Contribute to a positive and cooperative work environment   4. Follow through on commitments   5. Contribute to housekeeping tasks   6. Note and discuss areas for process improvement   7. Act to support volunteers, management and other staff members | Demonstrated:   * 1. Effective working relationships with other staff.   2. Appropriate contributions to meetings   3. Appropriate contributions to planning activities.   4. Supportive behaviour towards other staff and volunteers.   5. Adapted to and/or suggested improvements to work processes. |

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| **3. Development** | All employees will:   * 1. Participate in required training and ongoing professional education | Demonstrated:  3.A Improvements in skill or knowledge from development opportunities. |
| **4. Work Health and Safety** | All employees will:   * 1. Understand the WHS Policy, and how they can participate and support the implementation of WHS Policy | Demonstrated:  4.A Ability to identify safety hazards, report & document incidents or exercise duty of care. |
| **Position Expectations** | | |
| **Expectation** | **Tasks** | **Evidence Guide** |
| **1. Service Development and Delivery**  **Outcome:** To create an accountable service which aligns with the organisational strategic plan | * 1. Contribute to the development of a strategic plan for the service and implement strategies to meet service outcomes.   2. Contribute to the organisational requirements for monitoring, evaluation and reporting performance against service outcomes as outlined in the strategic plan.   3. Brief and report to the Principal Solicitor in accordance with WLS policy. | Demonstrated:   * 1. Strategic plan contributions   2. Evaluation and reporting carried out on progress   3. Quality control implementation   4. Attendance and participation in senior management meetings |
| **2. Staff Management**  **Outcome:** To create a working environment where there is a culture of learning, staff are well trained and have exceptional skill levels. | * 1. Undertake all HR functions in conjunction with the Principal Solicitor in relation to assigned staff and volunteers including recruitment, orientation, supervision, support, staff appraisal and performance development.   2. Provide timely advice and support in relation to legal issues to legal staff. | Demonstrated:   * 1. Management functions carried out in accordance with WLS policy, including: * team meetings held * supervision and performance appraisal sessions held * rosters managed   1. Positive staff feedback and support and learning provided |

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| **3. Service Provision**  **Outcome:** Increase access to justice for disadvantaged women. | * 1. Provide a responsive and effective legal service in accordance with WLS strategic plan and policy and procedure including complex advice, casework, community legal education and law reform.   2. Work in close collaboration with the other programs to maximize benefits and outcomes for clients.   3. Provide advice and briefing papers to the Principal Solicitor.   4. Develop strong relationships with external partners and stakeholders and represent WLS in relevant committees and forums. | Demonstrated:   * 1. Cases undertaken by the program in line with policy and strategic direction of the service.   2. Clients are provided with seamless service provision across program areas.   3. Community legal education or law reform activities undertaken by the program in line with policy and the strategic direction of the service.   4. Contributions made to WLS being held in high regard by external partners and stakeholders. |
| **4. Legal Practice Management** | * 1. Assist the Principal Solicitor to develop and then implement quality control and practice management strategies which comply with the legal and regulatory requirements and controls outlined in the Risk Management Framework.   2. Assist the Principal Solicitor to oversee the delivery of high quality legal services in line with the Strategic and annual plans. | Demonstrated:   1. Compliance of the legal practice with legal and regulatory requirements through quality control and practice management strategies 2. Legal services delivered in accordance with the Strategic and annual plans |
| **5. Legal Practice Development** | 1. Assist the Principal Solicitor to lead and promote the effective development and expansion of the legal practice in accordance with WLS strategic goals 2. Assist the Principal Solicitor to develop a test case and public interest practice to fulfil the vision. | Demonstrated:   1. WLS legal practice develops and expands to further the implementation of WLS strategic goals |
| **Selection Criteria** | | |
| **Essential:**   1. Eligible to hold an unrestricted practising certificate issued by the Law Society of NSW. 2. Demonstrated understanding of, and commitment to social justice issues for women, particularly Aboriginal and Torres Strait Islander women, and those experiencing social, economic and cultural disadvantage and lack of access to legal services. 3. Understanding of cross cultural issues for women, particularly Aboriginal women, experiencing domestic violence, sexual assault or family breakdown. 4. Substantial post admission experience in the law and legal processes in areas of work relevant to the work of WLS (such as family law, domestic violence, sexual assault and discrimination) including managing and litigating complex cases 5. Demonstrated legal practice management experience. 6. Demonstrated capacity to supervise staff and lead and manage a diverse team. 7. Understanding of the strategic function of community legal education (CLE), law reform and policy work and the demonstrated ability to design and implement CLE and law and policy reform initiatives. 8. Demonstrated experience in strategic planning and policy work. 9. Demonstrated high level oral and written communication skills. 10. Demonstrated ability to work in an electronic environment including the use of word processing, email and web browsing tools and the capacity to acquire a working knowledge of the WLS client database system. 11. Ability to travel to rural areas.   Being a woman is a Genuine Occupational Qualification for the purposes of WLS service provision (Section 31 *Anti-Discrimination Act 1977*). | | |
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| **Certification** | | |
| I have carefully reviewed this Position Description and am satisfied that it fully and accurately describes the requirements of the position **WLS Authorised Officer**  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I have read this document and agree to undertake the duties and responsibilities as listed above. I acknowledge this profile is only an indication of tasks and understand that I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein, yet within or aligned to my skills set.  **Assistant Principal Solicitor**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Ensure each page of this agreement is initialled)  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

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| **Development Date:** | **Review Date:** | **Next Review Date:** |
| June 2012 |  |  |