

## **South West Sydney Legal Centre Position Description**

<b>Position:</b>	Generalist Solicitor – Criminal Law & Civil Law emphasis
<b>Status:</b>	2 year contract
<b>Accountability:</b>	Criminal Law: Directly accountable to the Assistant Principal Solicitor Civil Law: Directly accountable to the Principal Solicitor Ultimate accountability: to the Principal Solicitor

South West Sydney Legal Centre (SWSLC) is a not for profit, community legal centre. We deliver legal services to facilitate access to justice for disadvantaged people in South West Sydney including specialised legal services for victims-survivors of domestic and family violence (DFV). We also provide information, court support, referral and casework to victims-survivors of DFV through government funded DFV services. Our DFV services cover LGAs in South West Sydney and Central Sydney. SWSLC is governed by a board.

There are approximately 60 staff members.

### **Purpose of Position:**

1. To provide SWSLC clients with timely, effective, high quality telephone legal advice, information and referral to other sources of legal and community assistance
2. To provide SWSLC clients with timely, effective, high quality legal assistance and representation
3. To provide the community and community workers with accurate and effective legal information through legal seminars, training, resources and guidance
4. To participate in the Centre's law reform activities and projects as directed from time to time

### **Nature and Scope of Position:**

#### *Legal Work*

Provide high quality legal advice, information and casework to clients by:

1. Providing timely, high quality, accessible and effective telephone and face to face legal information and referral to clients in accordance with SWSLC's policies and procedures
2. Providing timely, high quality, accessible and effective telephone and face to face legal advice to clients in accordance with SWSLC's policies and procedures
3. Providing timely, high quality and effective casework, advocacy and representation to clients in accordance with SWSLC's policies and procedures
4. Planning, developing and delivering community legal education to the community and community workers on legal issues and developments and responding to identified training needs
5. Monitoring legal, procedural and media developments and providing briefings and updates to relevant SWSLC staff
6. Developing, reviewing and maintaining plain language legal information resources for the community, community workers and other avenues of delivery SWSLC may employ from time to time

#### *Criminal Law & Civil Law Emphasis*

1. SWSLC is a Generalist Legal Centre and as such provides advice and casework services across a broad cross-section of areas of law. This position is required to effectively contribute to and participate in such a generalist environment, however the emphasis of this position will

be in the areas of Criminal Law & Civil Law (the Focus Areas) to the extent determined from time to time by the Principal Solicitor

2. Strategically assist and support the Principal Solicitor and Assistant Principal Solicitor with the development, coordination and monitoring of the Centre's Criminal Law and Civil Law practice, programs and initiatives
3. Facilitate community engagement, consultation and education initiatives with respect to Criminal Law and Civil Law
4. Represent SWLSC at and participate in relevant Criminal Law and Civil Law networks
5. Build and maintain effective working relationships with relevant Stakeholders
6. Keep up to date with legislation, practice and procedure and developments relevant to your position requirements from time to time

### **General Functions and Responsibilities**

1. Remain generally informed about policy and social issues affecting the community and the community sector in the Liverpool, Fairfield and Bankstown areas and the wider environment
2. Where appropriate, facilitate local responses to policy and social issues affecting the community and the community sector in the Liverpool, Fairfield and Bankstown Area through appropriate mechanisms (e.g. discussion papers, information sessions) as required by the Principal Solicitor
3. Facilitate the development and implementation of innovative strategies to meet the information needs of the community and community services in Liverpool, Fairfield and Bankstown, as appropriate and as approved by the Principal Solicitor
4. Assist in the compilation and production of the Centre's publications
5. Adhere to and work within codes of practice relevant to the legal profession
6. Undertake training such as to develop and maintain skills and qualifications necessary to effectively fulfil your position, including complying with professional requirements for mandatory continuing legal education
7. Maintain an up to date working knowledge of the law and practice and procedure and professional requirements and obligations relevant to the position
8. Maintain a working familiarity with office equipment required within the position
9. Attend and participate actively in meetings, staff appraisals and Centre planning activities, including planning days, as required
10. Undertake your own practice's word processing and file management requirements
11. Perform duties as directed from time to time that are in keeping with the scope and purpose of your role

### **Accountability and Administration**

1. Collect and record data for all activities relating to legal advice, referral, casework and non-casework in accordance with the Centre's processes
2. Contribute to the production of reports as required by the management committee and the funding body including the annual report
3. Accept direction from and be responsible to the Assistant Principal and Principal Solicitor

### **Common Team Functions and Responsibilities**

1. Work collaboratively with other team members by sharing skills, resources, projects and ideas
2. Respect and work within the codes of behaviour, policies and procedures of the Centre

3. Encourage and maintain an atmosphere of harmony in the workplace by promoting and observing ethical practices and professionalism

### **Essential Criteria**

1. Current NSW Law Society practising certificate or eligible to obtain same prior to commencement of employment.
2. Demonstrated advanced litigation and related court advocacy experience in areas of emphasis.
3. Demonstrated ability to deliver timely, effective, high quality casework, advocacy and representation to clients of various socio-economic backgrounds in areas of emphasis
4. Demonstrated ability to efficiently deliver, effective, high quality telephone legal information and advice to clients in plain language in a busy phone advice context.
5. Demonstrated advanced experience operating as a criminal and civil lawyer representing clients in local and district court contexts including matters involving family and/or domestic violence.
6. Demonstrated ability to design and deliver plain language legal based education & information workshops.
7. Demonstrated ability to work as part of a multi-disciplinary team.
8. Very good computer literacy, in particular word processing and the efficient preparation of your own correspondence and file management.
9. Excellent written and verbal communication and interpersonal skills
10. Demonstrated understanding of and commitment to social justice issues and those experiencing economic, social and cultural disadvantage and lack of access to legal services
11. Current driver licence and availability of own motor vehicle for work use, duly registered and with property damage insurance as outlined in the Contract of Employment

*The successful applicant will be required to undergo a Working with Children Check and a Criminal Record Check.*