



Make
it matter.

POSITION DESCRIPTION

Solicitor/Clinical Supervisor

Position Level	6/7
Faculty/Division	Law
Position Number	ADMIN ONLY
Original document creation	October 2020

Position Summary

The Solicitor/Clinical Supervisor will provide advice, casework and community legal education in areas of law relevant to our service, with a particular focus on credit and debt. KLC works in a community development model and the solicitor/clinical supervisor staffs advice nights, outreaches and our Health Justice Partnership at Prince of Wales Hospital. This position works closely with UNSW Sydney law students teaching them in a best practice clinical legal education model. Funding for this position is for one year.

The role of Solicitor/Clinical Supervisor reports to the Principal Solicitor and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

Level 6

- Provide generalist legal advice and conduct casework in conjunction with the other lawyers employed at the Centre in accordance with the Centre's policies and across the range of the Centre's advice and casework guidelines.
- Participate in the Centre's community outreaches.
- Participate in delivering quality clinical legal education to UNSW Law students including by: assisting with the induction of students each session; supervising student participation in advice, casework and administrative duties, undertaking student assessment, sharing the teaching of classes, and supervising and developing student projects.
- Oversee the Centre's advice nights on a weekly basis as well as supervise the volunteers rostered.
- Develop and deliver community legal education workshops on relevant areas of law and assist in the planning of the Centre's CLE activities, including the development of resources.

- Assist in the general day to day administration of the Centre, including assisting other staff members during periods of leave
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Level 7 (In addition to the above)

- Participate and provide supervision of other lawyers in the Centre's community outreaches.
- Conduct complex casework and litigation with minimal supervision.
- Develop and deliver new and innovative community legal education workshops on relevant areas of law and assist in the planning of the Centre's CLE activities, including the development of resources and community development work.
- Contribute and develop law reform work, including submission and report writing;
- Provide legal supervision to other solicitors as an experienced member of the legal team, including taking responsibility as a nominated person.
- Develop innovative clinical legal education opportunities for students at the Centre.
- Collaborate with other agencies to develop systemic responses to the pandemic.

Skills and Experience

Level 6

- Eligible to practise as a solicitor New South Wales.
- Demonstrated experience in providing high quality legal advice, with a focus on people experiencing financial hardship, in areas such as credit and debt or another area relevant to KLC's practice.
- Excellent oral and written communication skills, including experience working with people from diverse backgrounds including Aboriginal and Torres Strait Islander people, people with a disability and people from culturally and linguistically diverse communities.
- Experience working in a community legal centre, or legal aid environment and a good understanding of the legal assistance sector.
- Demonstrated experience working with people experiencing distress in relation to their legal problems.
- Experience in developing and delivering community legal education events and modules to key stakeholders.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Level 7 (In addition to the above)

- Extensive experience in advice and casework, in particular in the area of credit and debt law, or another area relevant to KLC's practice.

- Extensive experience in delivering community legal education events across all stakeholders using the latest technology and developing new community legal education strategies in response to legal need.
- Demonstrated experience in law reform work, including submission and report writing.
- Proven experience providing legal supervision to solicitors, volunteers and students

Pre-Employment Checks

- Verification of Qualifications
- Working with Children Check
- Criminal Record Check

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.