

**Position Description
Solicitor, Intake & Clinic Manager**

Job on Offer	<p>Solicitor, Intake & Clinic Manager 4 – 5 days a week 6-month contract (with the possibility of extension) Office is a short walk from Central Station in Sydney FBT Package plus Super Ideally the role to start in January 2021</p>
National Justice Project	<p>The National Justice Project (NJP) was established in 2015 as an independent not-for-profit legal service & civil rights organisation dedicated to tackling systemic injustice, discrimination and racism. Our vision is to create a fairer society where individuals are treated equally and live safely without discrimination. We do this by eradicating institutional discrimination through advocacy, education and legal action.</p> <p>We are a small, dedicated team from legal and other professional disciplines, who work collaboratively to advocate for great outcomes for our clients, and to ensure meaningful strategic outcomes across Australia’s legal landscape. Our cases have set important legal precedents, having a significant impact in the lives of our clients and the broader community. Our ultimate goal is to create a more equitable society and fairer societal systems for First Nations Peoples, asylum seekers and refugees and others in need.</p>
Reports to	Principal Solicitor, CEO
Functional Relationships	<p>Internal:</p> <ul style="list-style-type: none"> • CEO, Executive Team, NJP legal team, all NJP employees <p>External:</p> <ul style="list-style-type: none"> • Clients, Barristers, other legal firms, Courts, experts, social justice organisations/NGOS/community organisations/civil society organisations, universities and other referral sources
Key Performance Objectives	<ul style="list-style-type: none"> • Implement NJP’s vision statement to achieve the firm’s strategic outcomes and milestones. • Ensure consistent high legal thinking when analysing intakes. • Ensure the consistent delivery of excellent client service. • Oversee all NJP’s intakes in a culturally safe and trauma informed way. • Run NJP employee and volunteer engagement through teaching, mentoring and overseeing university NJP Social Justice Clinics. • Undertake legal work and general assistance to the CEO.

<p>Key Responsibilities</p>	<p><i>Specialised Intake Focus:</i></p> <p>Currently, the National Justice Project team facilitates over 300 legal enquires (intakes) per annum and this number is growing as awareness of our work, ethical practice and impact reaches more communities.</p> <p>We believe the act of receiving intakes can be a therapeutic process, and the individual must be treated with respect and in a way that is trauma-informed and culturally safe. It is often the first conversation an individual will have after they have experience harm and injustice. This will be an important area of this role.</p> <p>The Intake Officer will administer our intakes, make referrals and steward individual cases through to our legal team. Due to the nature of our work in strategic legal action, this role will also observe patterns from our intake records to identify areas of greatest need in terms of law reform, policy change, attitudinal change, improved services and accountability; and undertake research to build a legal, educational and advocacy case for these areas of need.</p> <p>In addition to this critical work, the Intake Officer will provide support for our growing program of social justice clinics in universities across Australia. Ensuring the quality and practice of our clinical work is world-class and catalytic for students.</p> <p><i>Technical Focus:</i></p> <ul style="list-style-type: none"> • Apply comprehensive and current legal knowledge and skill in NJP legal focus areas. • Display in-depth understanding of, and keep up to date, with key cases in our practice areas, including Personal Injury and Discrimination. • Demonstrate a strategic approach to all legal work. • Conduct regular file reviews to proactively identify potential issues and key learnings. • Draft complex correspondence, client advice, briefs and court documents. • Foster and manage relationships with clients, referrers and other external parties. <p><i>Practice Support:</i></p> <ul style="list-style-type: none"> • Deliver and implement NJP vision statement to increase NJP’s social justice impact and brand. • Ensure smooth day-to-day delivery of excellent and culturally safe client service. • Implement firm decisions, champion change and initiatives and support team during these periods. • Liaise with Legal Team concerning capacity and Strategic Direction. • Oversee the students in NJP’s Social Justice University Clinics. • Teach and prepare the material for NJP’s Social Justice University Clinics. • Generally assist the CEO with all tasks, including in providing legal assistance and services. <p><i>People Management:</i></p> <ul style="list-style-type: none"> • Encourage employees with a positive and can-do approach. • Delegate work, where appropriate, to develop team members and
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	<p>provide clear expectations.</p> <ul style="list-style-type: none"> • Promote the sharing of knowledge, informally and formally within the Legal Team and with other employees. • Model positivity, flexibility, initiative, respect, cooperation, empathy and tolerance. • Attend to all work and public interactions in a respectful, trauma informed and culturally safe way. <p><i>Communication:</i></p> <ul style="list-style-type: none"> • Provide regular communication and updates to CEO. • Participate in firm committees and any other relevant groups. • Provide regular and timely communications to CEO and Legal Team, Comms Team and other employees. <p><i>Financial Management:</i></p> <ul style="list-style-type: none"> • Use NJP data to report monthly on information for the CEO or Board when asked. • Provide financial information to operators, as required. <p><i>Business Development:</i></p> <ul style="list-style-type: none"> • Understand the sector, political, economic and legislative environment in which NJP operates and take these into consideration when making recommendations and devising strategies. • Develop and deepen relationships with referral sources.
<p>Selection Criteria</p>	<ul style="list-style-type: none"> • Aligned with NJP’s values. • Strong cultural competency and trauma informed practice. • Sound decision making ability and strong analytical skills – ability to think through problems and escalate where appropriate. • Proven ability to work to critical deadlines. • Effective management of high workload and competing priorities. • Self-motivated and able to work autonomously. • Results orientated, target driven, decisive. • Resilient and aware and supportive of team’s resilience. • Excellent communication skills in liaising both internally and externally – including written, oral and interpersonal. • Desirable to have at least 2 years PAE within a litigious environment. • Experience in Personal Injury and Discrimination law highly regarded.
<p>Application</p>	<p>If you are keen to fight systemic discrimination and advance human rights and work with a dedicated, highly motivated and passionate team, please forward your CV and a covering letter indicating your suitability to hr@justice.org.au.</p> <p><i>Aboriginal, Torres Strait Islander and people from culturally and linguistically diverse backgrounds are strongly encouraged to apply.</i></p> <p>Applications close at 5pm on Wednesday the 13th of January.</p>