

JOB DESCRIPTION

Position Title:	Senior Solicitor
Award / Classification:	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS)
Job Status:	35 hours (5 days) per week (or as otherwise negotiated)
Working Hours/Days:	9:00am to 5:00pm
Salary:	As per SCHCADS Award, Grade 6 to 7 (dependant on experience)
Conditions:	Probationary period six (6) months Salary sacrifice available after successfully completing probationary period
Responsible to:	1. Principal Solicitor 2. Executive Officer 3. Management Committee

OVERVIEW

Central Coast Community Legal Centre (Central Coast CLC) is a not for profit community organisation which is currently based in Wyong on the NSW Central Coast. Central Coast CLC seeks to provide free, accessible and non-judgemental legal services to people living, working or studying on the NSW Central Coast.

Central Coast CLC is managed by a community-based Management Committee and is staffed by an Executive Officer, Principal Solicitor, Administration Manager, Senior Solicitor, a team of 3 staff solicitors, administrative Staff, Children's Court Assistance Scheme (CCAS) Coordinator, and an Aboriginal Access Worker/ Cooperative Legal Services Delivery Program (CLSD) Coordinator, Community Legal Education Coordinator as well as a team of legal and administrative volunteers.

Central Coast CLC staff work collaboratively with other Central Coast CLC staff and volunteers as well as staff from other community organisations and government agencies to provide holistic services to clients.

ROLE SUMMARY

The role of the Senior Solicitor at Central Coast CLC is to support the Principal Solicitor by deputising in their absence in the provision of guidance to Central Coast CLC staff solicitors and all legal volunteers and in the management of the legal practice.

The Senior Solicitor will be a 'nominated person' under the CLC Risk Management Guide with responsibility for deputising for the Principal in their absence and for projects as delegated from time to time.

The Senior Solicitor provides legal services directly as well as directing and assisting staff solicitors and all legal volunteers in the provision of legal services. Legal services include:

- Legal information and referral
- Legal advice
- Legal Task
- Duty Lawyer
- Representation
- Casework
- Community Legal Education
- Law reform

SELECTION CRITERIA: SKILLS AND BEHAVIOURS

1. Eligible to hold an unrestricted practising certificate issued by the Law Society of NSW
2. Demonstrated understanding of and commitment to social justice, as well as the capacity to identify the legal issues facing socially and economically disadvantaged people
3. Substantial post admission experience in the law and legal processes in areas of work relevant to the work of Central Coast CLC (such as family law, victim's compensation, apprehended violence orders, child protection, debt, discrimination, fines, consumer, neighbour disputes, government complaints, minor criminal, power of attorney and enduring guardianship) including managing complex cases
4. Demonstrated legal practice management experience and successful completion of College of Law, Legal Practice Management - Community Legal Sector
5. Demonstrated capacity to supervise staff and volunteers and manage a diverse team.
6. Demonstrated high level oral and written communication skills.
7. Ability to work independently, manage timelines and multiple tasks, take initiative and accept responsibility
8. Willingness and ability to travel across the Central Coast Local Government Area as well as to Sydney and Newcastle as required.
9. Willingness to undergo a Working With Children Check and a Criminal Record Check
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 Central Coast CLC client database system

DUTIES AND RESPONSIBILITIES

In the absence of the Principal Solicitor:

1. **Legal Practice Management**
 - a. Implement and monitor implementation of the requirements of the CLC Risk Management Guide
 - b. Implement and monitor implementation of the Central Coast CLC policies
 - c. Implement and monitor implementation of any directions given by the Principal Solicitor in relation to the legal practice of Central Coast CLC
 - d. Implement quality control, continuous improvement and legal practice management strategies to enable effective coordination and accountability of the legal practice

- e. Brief and report to the Principal Solicitor as required to ensure the legal practice meets legal professional standards and complies with Central Coast CLC policies

2. Staff and Volunteer Management

Assist in the creation of a working environment where there is retention of staff and volunteers, a culture of excellence and learning, and staff are well trained and have exceptional skills levels by:

- a. Being a key player in leading the culture of Central Coast CLC and ensuring that staff and volunteers are retained and valued
- b. Undertaking all HR functions under the supervision of the Principal Solicitor in relation to all staff solicitors and legal volunteers including recruitment, orientation, supervision, support, staff appraisal and performance development
- c. Providing timely advice and support in relation to legal issues to staff solicitors and legal volunteers

3. Service Promotion and Networking

- a. Promote and publicise Central Coast CLC and the other legal assistance providers by participating in local and relevant interagency and network meetings to increase the Central Coast CLC client base
- b. Participate in community events, eg NAIDOC Week, Reconciliation Week

4. Legal Services

Work under the supervision and direction of the Principal Solicitor to:

- a. Build client and community independence and capacity to solve their own legal issues
- b. Participate in the development and delivery of legal information and referral services
- c. Provide legal advice and casework services in accordance with the National Association of Community Legal Centre's Accreditation and Risk Management/ Profession Indemnity Insurance requirements as well as Central Coast CLC strategic direction, policies and procedures
- d. Provide outreach legal advice services
- e. Develop and deliver community legal education on a variety of topics within the experience of Central Coast CLC
- f. Build self-capacity to be able to provide legal services in the practice areas relevant to the work of Central Coast CLC
- g. Develop and implement law reform campaigns

5. Reporting

- a. Undertake all necessary clerical administration and filing processes to document, file, retrieve and manage project data and resources
- b. Provide reports and/ or articles for use in the funding submissions, newsletters, social media and the Annual Report as requested

6. General

- a. Commitment through action and behaviour to Central Coast CLC values
- b. Comply at all times with Central Coast CLC policies and procedures in force including without limitation the Work Health & Safety policy
- c. Work cooperatively as part of a multi-disciplinary team
- d. Attend staff and team meetings
- e. Provide input into the Central Coast CLC Strategic Plan
- f. Participate in law reform activities relevant to the role
- g. Participate in funding submissions relevant to the role
- h. Assist in the general administration of the centre (eg take minutes, facilitate a team meeting etc)
- i. Undertake duties related to supporting, mentoring and supervision of volunteers and students at Central Coast CLC
- j. Undertake other duties as required from time to time

This job description may be reviewed annually in conjunction with your annual performance review.

