



PO Box 25, Potts Point NSW 1335  
50-52 Darlinghurst Road, Kings Cross, NSW 2011  
ACN: 001 782 805  
tel (02) 9332 1966

## Job Description

**Position Title:** Locum Solicitor – Generalist

**Status:** Contract to 30 June 2022

**Hours per week:** Full time or as negotiated

**Salary:** Commensurate with SCHCADS level 4-5 depending on experience (\$80,321–\$96,047 year). ICLC is currently able to offer salary sacrificing of up to \$16,000 per year.

**Accountable to:** Principal Solicitor

### About ICLC

The Inner City Legal Centre (ICLC) is a busy community legal centre based in Kings Cross. We provide free civil, criminal and family law advice to members of our local community (in the inner-city and north shore and northern beaches regions of Sydney) and priority groups across NSW, including LGBTIQ people.

We provide legal services for people experiencing significant barriers to access justice in particular LGBTIQ, sex workers, Aboriginal and Torres Strait Islander people, homeless people, people with disabilities and people with low income. ICLC provides specialised legal casework for those who face barriers to justice and in public interest cases. ICLC is committed to building a diverse, inclusive community where everyone feels welcome.

Like many centres, our office was closed for a significant period as a result of the COVID-19 pandemic. Since we have reopened, we have seen increased demand for legal services from across the community. We are currently experiencing significant demand for civil and criminal legal services.

### Role summary

The primary purpose of the role is to support our front line legal service delivery, with an emphasis on casework for priority client groups in civil and/or criminal law.

The successful candidate will be able to work independently and progress matters with minimal supervision.

The position is dedicated to enhancing our capacity to meet the need of the local community and can be adapted to the expertise of the successful candidate.

The role would suit a lawyer with at least 2 years of post-admission experience and a commitment to serving diverse communities. Experience in the community legal sector will be an advantage.

***Aboriginal and Torres Strait Islander people are strongly encouraged to apply.***

#### **RESPONSIBILITIES:**

- Provide advice and conduct legal casework in relation to civil and/or criminal legal matters.
- Conduct legal outreach and provide education to local community members, organisations, services and workers in our local area.
- Participate in regular team meetings and fortnightly casework meetings.
- Other tasks as requested by the Principal Solicitor.

#### **Selection criteria**

##### **Essential**

- Eligible to obtain a NSW Practising Certificate.
- Experience working with diverse communities.
- Capacity to conduct outreach in the community, including in non-legal settings.
- Ability to provide accurate and appropriate legal assistance under supervision and to manage relationships with clients.
- Excellent communication skills, including the capacity to assist clients from diverse backgrounds.
- Strong interpersonal skills and the ability to develop and maintain relationships with clients and stakeholders.

- Writing skills for the drafting of legal documents and correspondence.
- Capacity to maintain accurate and well-organised records of advice.

### **Desirable**

- Experience working in a community legal centre or in the legal assistance sector.
- Experience working in the LGBTIQ+ community, with Aboriginal and/or Torres Strait Islander communities, and/or with people from culturally and linguistically diverse backgrounds.
- Experience of community education or public speaking.
- Knowledge of community resources and organisations relevant to the needs of ICLC clients.
- Experience working in inner-city Sydney.

### **How to apply**

- All applications should be in writing and include a CV and cover letter briefly addressing the selection criteria.
- Applications are open from Friday 25 February 2022 and will remain open until filled. We encourage interested applications to apply as soon as possible.
- Applications should be sent by email to the Principal Solicitor, Roslyn Cook, at [roslyn@iclc.org.au](mailto:roslyn@iclc.org.au).