

**Managing Principal Solicitor – Inner City Legal Centre  
Full-time (35 hours per week)**

**Inner City Legal Centre (ICLC) is searching for a Managing Principal Solicitor who is passionate about the legal rights of the residents of Sydney’s inner city and LGBTIQ (lesbian gay bisexual transgender, intersex and Queer) and sex worker communities in NSW.**

ICLC is a dynamic community legal centre in Kings Cross committed to improving access to justice for disadvantaged groups. ICLC has a strong history of casework, law reform and advocacy on discrimination, human rights, crime and other areas of law affecting individuals.

The Managing Principal Solicitor is responsible for the operation of the Centre’s legal practice, supervises the Centre’s other lawyers and oversees the highest priority aspects of the day-to-day management of the Centre, such as finance and risk management. ICLC is looking for an experienced solicitor with demonstrated skills in legal practice and working successfully with marginalised individuals. Experience in organisational leadership, court-based advocacy, supervision of other lawyers and ability to work in a small and dynamic team is highly desirable. You must have a current NSW principal’s practicing certificate or be immediately eligible to obtain one.

Salary is in the range of \$111,567 to \$116,118 depending on skills and experience (with packaging of up to \$16,000).

This position is based at the Centre in Kings Cross.

For position documentation and the Selection Criteria, go to [www.iclc.org.au/news](http://www.iclc.org.au/news). Enquiries: Interim Centre Director and Principal Solicitor, [hilary@iclc.org.au](mailto:hilary@iclc.org.au) or 02 9332 1966.

Only applications specifically addressing each selection criterion will be considered. Interested applicants are encouraged to apply immediately and no later than **17 August 2022**.

**Inner City Legal Centre (ICLC).  
Job Description  
Managing Principal Solicitor**

<b>Position Title:</b>	Managing Principal Solicitor
<b>Status:</b>	Full time
<b>Hours per week:</b>	35 hours (5 days) per week, subject to 6 month probation
<b>Salary:</b>	Between \$111,567 and \$116,118 (Level 8 SCHADS above award, ICLC Enterprise Agreement & ICLC Contract of Employment)
<b>Accountable to:</b>	The ICLC Board of Management

*Inner City Legal Centre recognises that our team is most effective when it reflects the diversity of the communities we work with. We encourage applicants from members of LGBTIQ+ communities, Aboriginal and Torres Strait Islander people and people from culturally and linguistically diverse backgrounds...*

## **The Role**

The ICLC Managing Principal Solicitor supervises the legal practice of ICLC and has ultimate responsibility for the Centre's day-to-day operations. The Principal Solicitor is to ensure that ICLC clients receive appropriate, correct and high quality legal advice in a timely fashion, and that all practice records are properly and diligently kept and procedures are followed according to statutory and professional indemnity requirements. The Managing Principal Solicitor works closely with the Centre Coordinator and the Senior Solicitor/Deputy Principal Solicitor to ensure that the Centre operates consistently with the broader strategic objectives, operations and target areas of the ICLC, and to mobilise sufficient resources to support a high quality legal practice.

## **Duties**

### **Casework**

- Oversee the ICLC's legal practice, supported by the Senior Solicitor/Deputy Principal Solicitor.
- Provide oversight of legal advice, information and referrals to ICLC clients in relation to a broad range of legal issues and ensure effective provision of those services.
- Undertake casework and litigation in relation to priority areas of law (as identified by ICLC Strategic Plan) with particular reference to discrimination, human rights, domestic violence, employment, family law, fines and related poverty law matters.
- Ensure that all statutory and risk management requirements are fully met.

## **Administration and record keeping**

- In cooperation with other staff members maintain records, statistics and client files to ensure that ICLC maintains a high quality legal practice.
- In conjunction with other staff, oversee ICLC day to day operations including administration and reception tasks as needed.
- Provide support and supervision for the legal work of ICLC employed solicitors, volunteer solicitors at weekly advice clinics, practical legal training and other law students volunteers, and solicitors giving advice through our pro bono partners (as needed).

## **Community Legal Education (CLE)**

- In conjunction with other staff and the Board, identify legal needs of ICLC's client groups, and develop advocacy strategies/law reform projects in response to those needs.
- Undertake community legal education (CLE) in line with the ICLC Strategic Plan, including the delivery of seminars, preparation and distribution of resources and authorisation of media releases.

## **Organisational and strategic matters**

- Attend monthly Board Meetings and report to and take direction from the ICLC Board regarding legal practice operations and related statutory requirements.
- Provide accurate and timely reporting to the Board regarding the Centre's financial position, risk, program and service delivery.
- Adhere to, and oversee the implementation of, ICLC policies and procedures.
- Participate in appropriate staff development opportunities including conferences and seminars.
- Participate in relevant community and networks, CLCNSW committees on behalf of ICLC as required.
- Participate in advocacy/law reform projects consistent with ICLC's strategic plan.
- Convene and attend regular staff meetings and fortnightly casework meetings.
- Oversee the development and implementation of the ICLC strategic plan.
- Represent and promote ICLC through attendance at relevant fora and management of relationships with government and allied organisations.

## **Staffing**

- Manage the conduct of staff appointments and participate in recruitment processes, including locum staff appointments.
- Work with the Board to ensure compliance with all relevant employment obligations with regard to ICLC staff including work health and safety

## **Teamwork**

- Encourage a cooperative team environment, including responsibility for maintaining a professional working environment and effective internal communication within the Centre and with the Board

## **Finance**

- Ensure the preparation and monitoring of budgets, including control of income and expenditure.
- Manage relationships with funders and grant applications.
- Ensure organisational compliance, including with the requirements of the Centre's auditor, ACNC, ASIC, ATO and funding bodies.

### **REVIEW:**

This position description will be reviewed only in consultation with the employee. The Managing Principal Solicitor may request and shall be granted a review of their position description at any time.

\* Superannuation and annual leave loading is paid in addition to this. ICLC is a flexible workplace offering time in lieu options and a paid Christmas closure of 2 weeks on top of 4 weeks annual leave. In addition to this salary packaging options may mean a tax saving of up to \$6,000 per annum.

## **Inner City Legal Centre (ICLC). Managing Principal Solicitor Selection Criteria**

### **Essential**

1. Current NSW principal practicing certificate, or immediate eligibility to obtain one, with an excellent record of client service.
2. Demonstrated capacity to undertake casework (including litigation and advocacy), particularly for marginalised individuals/groups.
3. Demonstrated experience in sound legal practice management and implementing effective risk management strategies.
4. Excellent interpersonal skills, (including ability to communicate sensitively with clients and work well in a small team) as well as excellent written and verbal communication skills.
5. Ability to supervise the legal work of: other lawyers; Practical Legal Training (PLT) students; law students; and volunteer solicitors
6. Well developed legal research skills, particularly the use of relevant online resources.
7. Knowledge of community resources and organisations relevant to the needs of ICLC clients.
8. Experience of successfully working within a CLC or similar community/government organisation.

### **Desirable**

1. Experience working with LGBTIQ, migrant, Indigenous, CALD, sex worker and other marginalised communities
2. Experience in discrimination, criminal law, domestic violence, family law, employment law and/or other related legal areas.
3. Court advocacy experience.
4. Demonstrated interest in strategic litigation
5. Experience in organisational leadership and/or management .
6. Experience in external stakeholder management, such as maintaining productive working relationships with allied and comparable organisations.
7. Strategic planning experience.