

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

ICLC is a dynamic community legal centre in Kings Cross committed to improving access to law and justice for disadvantaged groups in the inner-city community and LGBTIQ communities throughout NSW.

See www.iclc.org.au for more information about our targeted communities. ICLC has a strong history of legal work and advocacy on domestic violence, family law, discrimination, human rights and other areas of law affecting our client groups.

This recruitment is full time (35 hours per week). The successful applicant will be required to provide legal advice and undertake casework, in the areas of employment, criminal and civil law.

Salary is in the range of **\$88,690-\$100,210** (depending on experience). Salary packaging available - maximum of \$16,000 per annum.

For the position documentation and the selection criteria, visit www.iclc.org.au/news. For enquiries: email the Interim Principal Solicitor at hilary@iclc.org.au.

Only applications **specifically addressing each selection criteria** will be considered. Email applications to hilary@iclc.org.au using the subject line: **Solicitor application via EthicalJobs, by 9am 5 September 2022.**

A full position description is available below.

Inner City Legal Centre encourages applications from Aboriginal and Torres Strait Islander people.

** 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)

POSITION DESCRIPTION

Position Title:	Solicitor
Salary Range:	\$88,690-\$100,210 (depending on experience)
SCHADS 5.3 (above award)	
Position Status:	Full-time (35 hours per week)
Position Reports to:	Managing Principal Solicitor
Primary Responsibilities:	Generalist legal advice and representation

Inner City Legal Centre encourages applications from Aboriginal and Torres Strait Islander People

Context

Inner City Legal Centre offers generalist legal assistance to clients in the local area, as well as several specialist state-wide services including the Sex Worker Legal Service and LGBTIQ legal service.

This position involves providing generalist assistance across civil, criminal and employment law.

ICLC solicitors have responsibilities regarding service to clients, community legal education and law reform with respect to ICLC strategic objectives. The solicitor must ensure that all practice records are kept and procedures are followed according to statutory and professional-indemnity requirements. The solicitor works closely with other members of the ICLC team to promote high quality client service, achievement of ICLC objectives and a cohesive working environment.

This position will be subject to a six month probation period.

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Legal advice

- Provide legal information, referral and legal advice to clients of ICLC; and
- Together with the Principal Solicitor, ensure that the CLC Risk Management Guide requirements for all aspects of legal information, referral and legal advice are adhered to.

Casework

- Undertake casework with particular reference to disadvantaged clients, and as agreed in casework meetings and additional casework and advice under the supervision of the Principal Solicitor, generally in ICLC's areas of practice (including but not limited to employment, criminal and civil law);
- Together with the Principal Solicitor, ensure that the CLC Risk Management Guide requirements for all aspects of casework are adhered to; and
- Ensure that all files are kept, clients advised and represented in accordance with all risk management procedures.

Community Legal Education (CLE)

- In conjunction with other ICLC staff, identify legal needs in the inner city area and develop CLE materials in response to these needs;
- Deliver community legal education (CLE) consistent with the CLC Risk Management Guide and the ICLC Strategic Plan including the delivery of seminars, preparation and distribution of legal information resources and use of media;
- Liaise with and involve local community organisations in the work of the Centre and participate in relevant networks as required; and
- Together with the Principal Solicitor, ensure that the CLC Risk Management Guide requirements for all aspects of CLE are adhered to.

Law Reform & Legal Policy

- Identify and participate in law reform projects consistently with the CLC Risk Management Guide and the ICLC Strategic Plan as required;
- Participate in law reform activities of Community Legal Centres NSW (CLCNSW); and
- Together with the Principal Solicitor, ensure that the CLC Risk Management Guide requirements for all aspects of LRLP are adhered to.

Administration

Consistent with the Risk Management Guide:

- Maintain appropriate records, statistics and client information, advices and cases, cooperatively with all staff;
- Assist in the day-to-day operations of the ICLC, cooperatively with all staff;
- Attend staff and supervision meetings;
- Provide support and supervision for ICLC volunteers, including solicitors, Practical Legal Training (PLT) students and law students, as needed;
- Adhere to the policies and procedures of ICLC; and
- Participate in identified staff development opportunities including conferences and seminars.

Note: This job description shall be subject to yearly review. It will not be varied without first being discussed with the worker. The worker may request of management, and shall be granted, a review of their job description at any time.

Selection Criteria

Essential

1. Eligibility to hold an unrestricted practising certificate in New South Wales and an excellent record of client service.
2. Experience or demonstrated capacity to undertake criminal law casework, particularly with culturally and linguistically diverse clients
3. Experience in other areas of law relevant to ICLC, e.g. credit-debt, employment, AVOs and/or discrimination.
4. Ability to implement appropriate risk management strategies and sound legal practice techniques, including file management and administration.
5. Ability to supervise students and volunteer solicitors.
6. Well-developed written and verbal communication skills, including ability to communicate sensitively and effectively with clients.

Desirable

1. Eligibility to hold a principal's practicing certificate.
2. Court advocacy experience.
3. Experience in working with diverse clients, including LGBTI and CALD clients.
4. Experience in - or capacity to engage in - CLE and/or outreach
5. Experience of successfully working within a CLC or similar community-based organisation.
6. Knowledge of community resources and organisations relevant to the needs of ICLC clients.