

Senior Solicitor, Legal Assistance for Vulnerable Women

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| Contract type | Full time, Fixed term to June 2025 |
| Salary range | \$95,788 to \$101,918 |
| Location | Newcastle, NSW |
| Submit applications to | Rebekah Woodward, Recruitment Manager (New Programs) rebekah.woodward@alsnswact.org.au |
| Applications close | <i>Apply promptly as we will be shortlisting for the position as applications come through</i> |
| Recruitment notes | <p>All ALS employees are required to be fully vaccinated against COVID-19 due to workplace safety obligations.</p> <p><i>Due to the nature of our work many of our positions require Employee's to obtain and maintain a satisfactory Working with Children Check (NSW) or Working with Vulnerable People (ACT), National Police Check and a Criminal History Police Check.</i></p> <p>The position offered to the Employee will be subject to the Employee's acceptable Police Checks and the ability to obtain a Working with Children or Vulnerable People Check.</p> <p>The successful applicant will need to have a willingness and ability to travel to regional and metropolitan locations, conferences (local and interstate) and events. This may include overnight stays.</p> |
| Employee benefits Salary packaging | <p>At the time of advertising, the ALS is deemed to be a Public Benevolent Institution. As a result, the ALS currently offers the option of salary packaging a portion of an employee's salary.</p> <p>Salary packaging allows employees to elect an amount, up to the annual Australian Taxation Office limit (currently \$15,900 per FBT year), to be deducted from their before tax salary.</p> <p>Salary packaging benefit is dependent on the employee's personal circumstances, the ALS cannot provide financial advice.</p> |
| Application sections and checklist | <p>Please make sure you have completed all the requirements of the application.</p> <ol style="list-style-type: none"> 1. Completed ALS Application Form 2. Cover Letter stating how you meet the selection criteria (key competencies and requirements on pages 4 & 5) 3. Your up-to-date Resume 4. A copy of your current driver's license 5. A copy of your Working with Children's or Vulnerable Persons Check 6. A copy of your Covid-19 Vaccination Certificate(s) <p>Incomplete applications will not be accepted.</p> |
| Position Description | The Position Description can be found at the end of this document. |

ALS Employment Application Form

This form must be completed by all applicants.

By submitting this application, you are acknowledging that the information provided on this form and in the attached documents is true and correct.

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| First name | | | |
| Last name | | | |
| Preferred name | | | |
| Phone number | | | |
| Email address | | | |
| Residential address (optional) | | | |
| Do you identify as Aboriginal or Torres Strait Islander? | Yes Aboriginal Torres Strait Islander Aboriginal & Torres Strait Islander | No <input type="checkbox"/> | |
| Have you attached a copy of your current drivers' licence? | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| <i>Due to the nature of our work many of our positions require Employee's to obtain and maintain a satisfactory Working with Children or Vulnerable Persons Check, National Police Check and a Criminal Police Check.</i> | | | |
| Do you consent to undertaking a Police Check? <i>Please note that not all items which appear on a Police Check will prevent a person from obtaining employment.</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Do you consent to obtaining a Working with Children Check (NSW) or a Vulnerable Persons Check (ACT) | Yes <input type="checkbox"/> No <input type="checkbox"/> | <i>If held: WWCE</i> <i>Expiry date:</i> | |
| How did you hear about this position? <i>For example: ALS Website, Facebook, ALS Employee, Ethical Jobs, Koori Mail, Community Notice Board etc</i> | | | |

POSITION DESCRIPTION

SENIOR SOLICITOR, LEGAL ASSISTANCE FOR VULNERABLE WOMEN

CARE AND PROTECTION/FAMILY LAW PRACTICE

FIXED TERM – (to June 2025)

PRIMARY OBJECTIVE

The Senior Solicitor is part of a new legal assistance for vulnerable women program (LAVW) in the Newcastle, Lake Macquarie and Hunter regions. The purpose of the role is to deliver culturally appropriate legal advice and representation to Aboriginal and Torres Strait Islander women who are experiencing or at risk of domestic and family violence. The role will also manage the caseloads of the legal service within the LAVW program and liaise with a small legal team.

REPORTING RELATIONSHIPS

Duties are performed under the ultimate guidance and direction of the Chief Executive Officer (CEO). This role reports to the Principal Solicitor (Care & Protection/Family Law Practice) and to the Program Manager (Family Violence & Safety) who has oversight in relation to program deliverables or their delegates.

The role will manage the Solicitor (LAVW) role.

ORGANISATIONAL ENVIRONMENT

The ALS is an Aboriginal owned and an Aboriginal community-controlled organisation (ACCO) which is incorporated, limited by guarantee and a registered charity.

The ALS provides culturally appropriate information and referral, legal advice and representation to Aboriginal and Torres Strait Islander people including children in NSW and the ACT. It is committed to achieving justice for Aboriginal and Torres Strait Islander people and their communities. The ALS does this by ensuring it remains committed to being community focused, being fearless in its advocacy, accountable, and ethical and aiming to make a difference to create better futures, while also acknowledging and respecting Aboriginal values and cultural practices.

KEY COMMUNICATIONS

This position requires the ability to work collaboratively with ALS team members and demonstrate effective written and verbal communications skills.

Internal: The position holder will liaise regularly with legal, social work, community engagement and administration staff within the LAVW program.

External: The position holder will establish and maintain relationships with a diverse range of stakeholders, including clients and their families, court staff, support agencies, non-government organisations and ACCOs.

KEY AREAS OF RESPONSIBILITY

- Under the guidance of the Program Manager, consult with communities regarding the establishment of legal services within the LAVW program
- Under the guidance of the Principal Solicitor and Program Manager, assist in the development of legal services for women who are experiencing or at risk of domestic and family violence
- Ensure services are culturally safe, trauma informed and meet the needs of community
- Provide high quality and culturally appropriate legal advice and representation to Aboriginal and Torres Strait Islander clients in domestic violence, civil law and early intervention family law
- Provide considered, independent, balanced and professional legal advice
- Provide warm referrals to community organisations and support services as appropriate
- Manage and allocate caseloads within the LAVW's legal service
- Provide leadership and support to team member/s including by agreeing and setting performance goals and development plans; monitoring and supporting expected performance; managing leave and team resourcing; and allocating and reviewing tasks
- Contribute to the development and delivery of relevant community legal education to communities, clients and other stakeholders
- Travel periodically to outreach locations in the Newcastle, Lake Macquarie and Hunter regions to provide advice and community legal education
- Contribute to submissions on law reform and policy and represent the ALS at meetings, conferences and seminars as directed
- Keep up to date on relevant legal developments, issues, legislation, case law, court procedures and training to maintain professional standards and retain a practicing certificate
- Work collaboratively as a team member
- Perform other reasonable duties as directed
- Adhere to ALS's Equal Employment Opportunity (EEO) and Work Health and Safety (WHS) policies, work practices and rules
- Demonstrate a commitment to and behaviours that align to ALS Values and ALS Code of Conduct

KEY COMPETENCIES AND REQUIREMENTS

Essential

- Legal qualifications and a current Practicing Certificate issued by the Law Society of NSW
- Proven ability to manage the caseloads and workloads of a small law practice and supervise staff
- Knowledge, experience and understanding of domestic violence, care & protection/family, case law and court proceedings, and where the different practices intersect
- Proven ability to use this knowledge and experience to creatively achieve positive outcomes for the safety and empowerment of clients
- Understanding of the dynamics of family and domestic violence and its effect on Aboriginal and Torres Strait Islander women and families

- Knowledge and appreciation of the cultural and social needs of Aboriginal and Torres Strait Islander people combined with continuing respect and support for Aboriginal and Torres Strait Islander cultural practices when considering service delivery and other support for clients, their families, communities and employees
- Capacity to represent clients and undertake an advocacy role before courts or tribunals
- Excellent written and oral communication skills
- Excellent research, analytical and problem-solving skills
- Ability to meet deadlines, work autonomously and manage a diverse workload
- Ability to adapt to change and work in a start-up environment

Desirable

- Identify as an Aboriginal and/or Torres Strait Islander person
- Four years' experience working as a solicitor, with experience in domestic violence, care & protection and/or family law
- Previous experience working in an Aboriginal or Torres Strait Islander community-based organisation
- Current NSW driver's licence with the ability to travel intrastate