



Position Description

JOB & PERSON SPECIFICATION

Title – Associate

Department – Pro Bono Practice Group

Location – Melbourne

Reports –Pro Bono Practice Group Leader

About the Firm

Russell Kennedy is a commercial law firm with more than 300 people in Melbourne and Sydney. At Russell Kennedy we are committed to providing exceptional legal strategies and solutions to our clients, guided by market-leading expertise across our key sectors of focus.

We're committed to making a difference for our clients, providing opportunities for our people, and delivering lasting change for our community. As part of our team, you'll receive hands-on experience, quality mentoring and access to valuable learning opportunities. We encourage a professional and committed work ethic, while recognising the importance of an enjoyable working environment and balanced lifestyle.

At Russell Kennedy, we respect and celebrate the things that make each of us different. The firm is dedicated to creating an environment that is characterised by equal access and respected participation of all groups and individuals. This is regardless of all differences, including culture, ethnicity, race, sex, gender identity, age, religion, personal circumstances, physical features, abilities and disabilities, socioeconomics and sexual orientation.

We believe we have a culture where individuals of all backgrounds and abilities feel included and confident in bringing their whole selves to work, and where your talents are fostered, empowering you to contribute to the success of the firm.

Russell Kennedy is proud to be an equal opportunity employer and is certified as a WGEA Employer of Choice for Gender Equality. We are committed to being a LGBTIQ friendly and disability confident employer. The firm supports and promotes a range of initiatives including, the Russell Kennedy Women's Network and our Diversity and Inclusion committee, with 3 key focuses: Access RK (Accessibility and Disability), Kaleidoscope (Cultural Diversity) and Pride@RK (LGBTIQ).

Russell Kennedy is dedicated to creating and participating in a meaningful process of reconciliation as part of the broader national reconciliation movement. Our key aims in embarking on our first RAP are to celebrate the deep knowledge of First Nations communities, the longest continuing cultures in the world, acknowledge past wrongs and to begin to build a structured future together where we can play our part in righting those wrongs through our own reconciliation initiatives.

Russell Kennedy is committed to attracting the best talent available and is open to discussing flexible work arrangements and workplace adjustments for all of our listed vacancies.

Role and Key Responsibilities

Russell Kennedy has developed a sector-leading Pro Bono practice, with particular expertise in a variety of areas including refugee/migration law and administrative law matters dealing with refugee/migration decisions.

The successful applicant will join a close-knit team of dedicated pro bono lawyers, committed to furthering access to justice for the most vulnerable in our community and will be working largely on refugee/migration matters.

The role offers a mix of direct client work, mentoring and supervision of pro bono contributors across the firm, and the opportunity to participate in policy and advocacy efforts to further the interests of our most

disadvantaged clients. The successful applicant will receive structured and ongoing supervision by the Pro Bono Partner and two dedicated Special Counsel.

Key responsibilities include:

- Preparing and advising on applications for onshore and offshore humanitarian visas.
- Acting for refugee and asylum seeker clients in judicial review and torts (medical negligence) matters in the Federal courts.
- Acting for clients in both the Migration and General Division of the Administrative Appeals Tribunal in protection visa and visa cancellation matters.
- Providing supervision and strategic advice to lawyers performing pro bono work across the firm.
- Liaising with our community partners and referral bodies.

Person Specification

Skills / Knowledge

- Excellent interpersonal and communication skills, including the ability to work with vulnerable clients and clients experiencing mental illness.
- Confidence in running litigation matters in the federal courts.
- Proficiency in taking statements/instructions from clients with complex needs.
- Excellent problem-solving skills, including the ability to recognise and resolve complex technical and practical problems.
- Exceptional organisational and time management skills. The successful applicant will be able to demonstrate experience managing competing deadlines while managing clients with complex needs.
- Excellent literacy and drafting skills.
- Demonstrated experience supervising more junior lawyers.

Abilities / Aptitude

We require all our staff to demonstrate the following:

- A client-oriented approach with well-developed ability to understand and recognise client needs;
- Enthusiasm and flexibility in approach to work;
- Self-motivation and accountability, with the ability to prioritise work and apply appropriate use of initiative;
- Maintains a high level of professional conduct and confidentiality at all times;
- A desire to build strong working relationships through positive and open communication with colleagues throughout the firm; and
- A team oriented and solutions focused attitude.

Experience

- 3+ years PAE
- Essential:
 - Experience running litigation matters, especially in the federal courts;
 - Experience working with clients with complex or special needs (for example: clients with trauma histories; clients in prison or immigration detention; clients requiring an interpreter; clients with disability; clients with mental illness);

- Experience in file management, delegation, and supervision; and
- Demonstrated commitment to social justice and furthering the interests of marginalised communities through person centred legal work.
- Desirable:
 - Demonstrated migration law and/or refugee law and/or administrative law experience;
 - Demonstrated torts law (personal injuries / medical negligence) experience; and
 - Experience acting for clients in the Administrative Appeals Tribunal or other administrative law review body.

Remuneration and Benefits

Salary

Dependent on experience.

Work Arrangement & Hours

- This position will be on a 3-month fixed term contract.
- Monday – Friday, 8.45 am – 5.00 pm. We are open to discussing flexible work arrangements.

Benefits

- Flexible working – We apply an “all roles are flex approach”.
- We support a hybrid work model for most roles this includes a combination of working remotely and from the office each week.
- Up to 26 weeks paid parental leave for primary and secondary caregivers. This applies to birth, adoption, surrogacy and foster arrangements.
- Purchased annual leave arrangements available.
- Formal Learning & Development Program “The Edge” – Every employee has access to programs to enhance their skillset and unlock their potential.
- Health & Wellbeing Initiatives – Our program covers Social Wellbeing, Physical Health, Financial Wellbeing and Resilience.
- End of trip facilities – Our people have onsite access to secure bike cages, showers, lockers, towel and dry cleaning services.
- Corporate Discounts – We partner with gyms and a major health insurer to provide our people with great discounts.
- Social Activities – We hold a range of social events throughout the year to help connect our people.
- Employee Assistance Program – Private and confidential counselling sessions are available to you and your direct family members.

Reason for Vacancy

Growth.

Required Start Date

As soon as possible.