

Women's Legal Service NSW

Position Description

Solicitor

Grade Classification	Grade 5
Salary Range	\$ 96,794.51 to \$ 117251.58 per annum (plus 2025-2026 indexation).
Location	Role base: Lidcombe NSW. May require travel across Greater Sydney as well as to rural, regional and remote NSW.
Employment type	Full time, Part time.
	Contract (duration) or Permanent
Award	The Women's Legal Service NSW Enterprise Agreement, read in conjunction with the Social, Community, Home Care and Disability Services (SCHADS) Award.
Benefits	Salary packaging option available.
Approval Date	13 July 2025

PRIMARY PURPOSE OF THE ROLE

Women's Legal Service NSW solicitors provide high-quality legal advice, casework, representation and advocacy to clients. They contribute to law reform, community legal education and policy development initiatives and they work closely with internal and external stakeholders. in line with Women Legal Service's organisational values and strategic priorities.

KEY ACCOUNTABILITIES

- Provide effective legal advice, representation and casework services across the scope of the Women's Legal Service NSW's practice areas in accordance with legislation, directions, policy, guidelines and practice standards.
- Conduct litigation, brief counsel and appear in courts and tribunals as required.
- Undertake multi-faceted legal matters and provide support across teams with complex casework.
- Mentor paralegals, volunteers and legal interns/graduates.
- Maintain accurate client records, effectively utilise case management systems (e.g., Actionstep) and ensure compliance with legal practice standards and professional obligations.
- Collaborate on advocacy and law reform projects, including research and preparation of reports, submissions and recommendations relating to law and policy reform initiatives.
- Provide legal education and training for stakeholders across NSW and contribute to the development of community legal education programs, community engagement, outreach and stakeholder relationships to enhance service reach and effectiveness.

POSITION DIMENSIONS

This position reports to Assistant Principal Solicitor

Number of direct reports to this position None

Other - Mandatory completion of the minimum, annual CPD unit requirements, as determined by the Legal Profession Uniform Continuing Professional Development Rules 2015, is required by the position holder. This includes completion of at least one unit from each of the four mandatory fields: ethics and professional responsibility, practice management and business skills, professional skills, and substantive law.

ORGANISATIONAL CONTEXT

Women's Legal Service NSW works to end gender-based violence and achieve gender equity. With decades of experience and a feminist understanding of how law, systems and power impact women's lives, we drive structural and systemic change through legal action, law and policy reform, advocacy, and education to improve women's safety and economic security.

Our legal practice spans three specialist programs: the Women's Rights Program, the First Nations Women's Legal Program, and the Working Women's Centre. Together, they provide free, trauma-informed, culturally safe, client-centred legal services, grounded in a gender justice framework.

Solicitors advise and represent women in a range of practice areas including discrimination, employment, sexual harassment, family law, domestic/family and sexual violence, compensation and victims support for victims of crime.

They work closely with internal and external stakeholders to contribute to a more just and inclusive legal system for women and gender-diverse people.

KEY RELATIONSHIPS

Who	Why
Internal	
Principal Solicitor & Assistant Principal Solicitor	<ul style="list-style-type: none"> • Receive supervision, guidance and direction in the conduct of legal matters and to assist in the conduct of (their) matters. • Provide advice and contribute to decision making; • Identify emerging issues/risks and their implications and propose solutions.
Para-legals, volunteers and interns	<ul style="list-style-type: none"> • Provide guidance, feedback and training.
Peer solicitors / senior legal staff	<ul style="list-style-type: none"> • Collaborate on complex legal matters, policy submissions, advocacy or law reform. • Provide peer review as needed.
Legal Practice Team	<ul style="list-style-type: none"> • Ensure compliance with funding requirements, risk management policies and data collection/reporting obligations.
Law Reform and Advocacy Team	<ul style="list-style-type: none"> • Contribute observations and experience of issues arising in client work. • Collaborate on advocacy
Education, Training and Engagement Team	<ul style="list-style-type: none"> • Research and draft legal content, including case studies, and collaborate on content development, communication strategies and event promotion. • Consult on future training needs.
External	
Clients	<ul style="list-style-type: none"> • Provide high quality legal advice, representation and support, aligned with Women’s Legal Service NSW’s values.
Community organisations, professional associations, workplaces and the broader public	<ul style="list-style-type: none"> • Support the coordination of relationships with external organisations working to improve access to legal help, including assisting with communications and meeting logistics. • Assist team members in gathering and organising sector insights to inform planning, advocacy, and strategic priorities. • Contribute to the preparation of briefing materials and attend stakeholder meetings to track key actions, and support follow-up activities.

	<ul style="list-style-type: none"> • Work collaboratively on wrap-around services for clients (e.g., housing, domestic violence, mental health). • Deliver legal education.
Justice sector (including government and statutory agencies, members of the legal profession, court officials, advocacy and reform organisations and peak bodies)	<ul style="list-style-type: none"> • Advocate for law and policy reform and maintain strong professional relationships with other court and justice sector stakeholders. • Participate in consultations, working groups or sector-wide projects or initiatives.

CORE POSITION RESPONSIBILITIES

This position description outlines the primary responsibilities; however, it is not intended to be an exhaustive list.

Accountability Areas	Responsibilities
Legal advice, casework and representation	<ul style="list-style-type: none"> • Deliver high-quality, responsive, trauma-informed and culturally safe legal advice, advocacy and casework to clients in accordance with professional standards and organisational policies and values. • Manage an active and well-managed caseload of legal matters, including the preparation of correspondence, legal documents, and court materials. • Represent clients in court, tribunals, mediation, and other dispute resolution forums where appropriate. • Maintain accurate and up-to-date client information, legal advice, file notes, case files and data and ensure compliance with all legal, regulatory, and funding body requirements. • Triage legal enquiries and assist with intake processes, including assessing eligibility and legal need. • Collaborate, provide input and feedback on legal advice and strategy, where appropriate. • Identify and escalate issues of legal risk, professional conduct, or conflicts of interest to senior management.

Accountability Areas	Responsibilities
<p>Legal practice management and compliance</p>	<ul style="list-style-type: none"> • Deliver high-quality, responsive, trauma-informed and culturally safe legal advice, advocacy and casework to clients in accordance with professional standards and organisational policies and values • Adhere to professional obligations under the Legal Profession Uniform Law, including confidentiality, client conflict checks, and legal ethics. • Maintain up-to-date records in the case management system (e.g., Actionstep), to ensure compliance with funding requirements, risk management policies, and data collection/reporting obligations. • Ensure all legal services and records meet organisational, ethical, and statutory requirements. • Report any potential legal, reputational, or professional risks promptly to the Assistant Principal Solicitor or Principal Solicitor. • Participate in quality assurance activities and accreditation processes. • Contribute to the development and review of internal legal resources, precedents, and templates. • Assist with continuous improvement of legal practice policies, procedures, and service delivery models. • Follow all relevant WHS, child safety, and privacy policies. • Undertake continuing professional development (CPD) and contribute to a learning culture within the organisation.
<p>Law reform and policy advocacy</p>	<ul style="list-style-type: none"> • Contribute to the development of law reform submissions, policy papers, and advocacy campaigns in line with the Women's Legal Service commitment to gender equity and social justice. • Participate in consultations, inquiries, and sector-wide advocacy collaborations.
<p>Community Legal Education (CLE)</p>	<ul style="list-style-type: none"> • Develop and deliver community legal education workshops for allied professionals and other target audiences. • Provide feedback and contribute to the reporting and evaluation of CLE sessions, as part of program improvement and reporting requirements.

Accountability Areas	Responsibilities
Mentorship	<ul style="list-style-type: none"> • Provide guidance, feedback and training to aid understanding and contribute to professional development opportunities. • Oversee delegated legal tasks, ensuring work quality and compliance with policies and legal ethics.
Stakeholder engagement	<ul style="list-style-type: none"> • Build and maintain productive working relationships with external stakeholders, including community organisations, courts, referral partners and government agencies. • Promote organisational services to the community and represent Women’s Legal Service at sector forums, conferences, and working groups.
Organisational and personal values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and act with integrity and respect at all times and in all situations. • Work collaboratively, sharing knowledge with colleagues to deliver professional excellence. • Recognise and report misconduct and illegal and inappropriate behaviour. • Show commitment to achieving work goals and deliverables. • Adhere to the Australian Solicitors Conduct Rules and the Legal Profession Uniform law at all times. • Proactively identify and manage risks in line with the Community Legal Centres Australia Risk Management Guide to uphold the safety, integrity, and quality of the Women’s Legal Service NSW services.

SELECTION CRITERIA

<p>Essential criteria</p>	<p>1 Commitment to Social Justice and Gender Equity. Demonstrated understanding of, and commitment to, social justice issues for women, particularly First Nations women, and women experiencing deep and persistent disadvantage (social, economic and cultural).</p> <p>2. Qualifications. Admitted (or eligible for admission) as a legal practitioner in NSW and holds a current NSW practising certificate.</p> <p>3. Legal Ethics and Risk Management. Familiarity with ethical and professional obligations under the Legal Profession Uniform Law, and sound understanding of risk management and confidentiality</p> <p>4. Legal Knowledge and Practice Areas. Experience, post-admission, in managing complex legal matters and practical experience in providing sound legal advice in at least one of the following areas: discrimination, employment, sexual harassment, family law, domestic/family and sexual violence, compensation and victims support for victims of crime.</p> <p>5. Client-Centred and Trauma-Informed Legal Practice. Proven ability to work with clients facing disadvantage, trauma and legal complexity across diverse client groups, and experience in the provision of client-centred, trauma-informed, culturally safe legal advice, casework, and court/tribunal representation.</p> <p>6. Legal Research and Analysis. Strong legal research, analysis and drafting skills.</p> <p>7. Communication and Interpersonal Skills. Excellent interpersonal, collaboration, negotiation, and written and verbal communication skills.</p> <p>8. Technical & Systems Proficiency. Proficiency in Microsoft Office and legal practice management tools, (e.g. Actionstep) and data reporting.</p> <p>9. Time Management and Organisational Skills. Strong organisational and problem-solving skills with capacity to manage competing deadlines and priorities.</p> <p>10. Law Reform and Advocacy Engagement. Ability to contribute to law reform and policy submissions.</p> <p>11. Legal Education and Community Engagement</p> <p>Ability to research, write and deliver legal education resources spanning the range of Women’s Legal Service NSW practice areas, including contributing to community legal education initiatives</p>
<p>Additional criteria</p>	<p>12. Pre-Employment Screening. Satisfactory Police Check and Working with Children Check (as applicable).</p>

	<p>13. Willingness to Travel. Ability to travel in line with work commitments.</p> <p>14. Professional Development. Commitment to ongoing professional development and compliance with Continuing Professional Development (CPD) requirements</p>
--	---

Desirable criteria	15. Sector Experience. Experience in the legal assistance sector or not for profit sector.
--------------------	---

The Women’s Legal Service NSW considers being a woman a genuine occupational qualification for this position under s. 31 of the Anti-Discrimination Act 1977 (NSW).