

Women's Legal Service NSW

Position Description

Senior Solicitor

Grade Classification	Grade 6
Salary Range	\$125,491 to \$139,405 per annum.
Location	Role base: Lidcombe NSW. May require travel across Greater Sydney as well as to rural, regional and remote NSW.
Employment type	Full time
	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 senior solicitors provide expert legal advice, undertake complex casework and support a broad range of legal, legislative and policy issues. They mentor staff and provide significant contributions to strategic initiatives, law reform, systemic advocacy, sector engagement and community legal education in line with Women Legal Service's organisational values and strategic priorities.

KEY ACCOUNTABILITIES

- Provide high quality legal advice, assistance and representation across the scope of the Women's Legal Service NSW's practice areas in accordance with legislation, directions, policy, guidelines and practice standards.
- Undertake complex litigation, including preparing legal documents, court applications, affidavits and submissions, brief counsel and represent clients in courts and tribunals.
- Maintain an active and well-managed caseload while prioritising client needs and managing legal risk.
- Provide mentoring, coaching and file review support to legal and non-legal staff.
- Contribute to setting legal priorities, responding to sector-wide legal developments and contributing to organisational planning and policy development.
- Maintain accurate data and reporting for internal and external accountability purposes, report and mitigate legal practice risks and ensure compliance with legal practice standards and professional obligations.
- Contribute to law reform through drafting submissions, discussion papers, consultation responses, identifying systemic issues and participating in stakeholder consultations and advocacy campaigns.

- Develop and deliver legal education and training for stakeholders across NSW, review development of material by solicitors and the Education, Training and Engagement team, manage 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.

Senior solicitors advise and represent women across a wide 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 expert advice and contribute to decision making; • Identify emerging issues/risks and their implications and propose solutions.
Solicitors, Para-legals, volunteers, interns and client support staff	<ul style="list-style-type: none"> • Provide mentoring and guidance as needed.
Peer Senior Solicitors	<ul style="list-style-type: none"> • Collaborate on complex legal matters, policy submissions, advocacy or law reform. • Provide peer review as needed. • Support legal strategy.
Legal Practice Team	<ul style="list-style-type: none"> • Provide feedback on data collection, reporting and analysis issues to ensure accuracy, currency and timeliness. • Receive and action advice to meet audit, regulatory, funding and strategic planning requirements. • Ensure continuous quality improvement through communication, alignment and regular reviews.
Law Reform and Advocacy Team	<ul style="list-style-type: none"> • Contribute observations and experience of issues arising in client work. • Collaborate on advocacy and manage strategic litigation.
Education, Training and Engagement Team	<ul style="list-style-type: none"> • Coordinate training requirements, consult on future learning needs and identify priorities for development. • Contribute to content development, communication strategies, event promotion and administrative management.

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 referral organisations	<ul style="list-style-type: none"> • Build partnerships to improve access to justice. • Liaise on trends, priorities or challenges faced across the sector and identify possibilities to address. • Maintain effective networks with key stakeholders across NSW, to facilitative productive working relationships and to exchange intelligence on complex sector wide legal and policy issues, trends, initiatives and innovations. • Build and maintain strategic partnerships with service providers to address systemic barriers and ensure accessible, coordinated care for clients. • 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"> • Work collaboratively on complex cases. • Advocate for law and policy reform • Maintain strong professional relationships with court and justice sector stakeholders. • Participate in sector initiatives and reporting. • Contribute to consultations or policy reform.

CORE POSITION RESPONSIBILITIES

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

Accountability Areas	Responsibilities
<p>Legal advice, casework and representation</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. • Maintain an active and well-managed caseload of complex and priority legal matters while prioritising client needs and managing legal risk. • 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 and outcome reporting. • Provide support for triage functions including assessing eligibility and legal need. • Collaborate with other solicitors, provide secondary consultation and peer review on legal advice and strategy, where appropriate. • Identify and escalate issues of legal risk, professional conduct, or conflicts of interest for resolution to senior management.
<p>Mentoring and legal practice management</p>	<ul style="list-style-type: none"> • Mentor solicitors, para-legals, volunteers, interns and client support staff, providing technical legal support, , guidance and regular file reviews. • Ensure the quality and risk management of assigned legal files, in line with Legal Profession Uniform Law, Community Legal Centres Australia (CLCA) Risk Management Guide, and internal policies. • Participate in induction and training of new legal team members. • Contribute to the continuous improvement of legal practice policies, tools, and systems.

Accountability Areas	Responsibilities
Compliance, reporting and risk management	<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 and contribute to compliance reporting for funding bodies and regulators. • 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. • Assist with internal and external audits, evaluations, accreditation and continuous improvement activities. • 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.
Law reform and policy advocacy	<ul style="list-style-type: none"> • Identify systemic legal issues arising from casework and support strategic litigation or test case development. • Draft, or provide significant contributions to, law reform submissions, policy briefings, and public commentary aligned with the organisation's mission. • Participate in legal working groups, consultations, and sector campaigns as required. • Build and maintain constructive relationships with government, legal aid commissions, peak bodies, and law reform stakeholders.

Accountability Areas	Responsibilities
Community Legal Education (CLE) and Outreach	<ul style="list-style-type: none"> • Promote Women’s Legal Service education and training options and represent the organisation at sector forums, conferences, and working groups. • Lead or support the (plain language) design, delivery and evaluation of community legal education (CLE) sessions and resources, and report on outcomes in line with reporting requirements. • Liaise with community partners and clients to identify emerging legal education needs. • Build and maintain productive working relationships with external stakeholders, including community organisations, courts, referral partners, and government agencies.
Leadership and strategic contribution	<ul style="list-style-type: none"> • Support the Assistant Principal Solicitor and the Principal Solicitor with legal team coordination, policy development, and operational planning. • Lead or participate in project teams, strategy groups, or committees as delegated. • Foster a culture of learning, collaboration, and ethical practice across the legal team. • Represent the organisation at external forums, events, and partnership meetings as needed.
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

Essential criteria	<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) and lack of access to legal services.</p> <p>2. Qualifications. Admitted as a Solicitor in NSW with a current unrestricted NSW practising certificate.</p> <p>3. Legal Ethics and Risk Management. Demonstrated understanding of legal practice obligations under the Legal Profession Uniform Law.</p> <p>4. Legal Knowledge and Practice Areas. At least 5 years post-admission experience, including litigation and managing a range of complex legal matters and providing high-quality legal advice in at least two 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 demonstrated experience in providing client-centred trauma-informed, culturally safe, legal advice, casework, and court/tribunal representation.</p> <p>6. Legal Research and Analysis. Excellent 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. Excellent organisational, project management, and problem-solving skills with capacity to independently manage competing deadlines and priorities.</p> <p>10. Law Reform and Advocacy Engagement. Proven ability to identify and lead law reform initiatives including strategic litigation.</p> <p>11. Legal Education and Community Engagement. Ability to design, deliver and evaluate legal education and training spanning the range of Women’s Legal Service NSW practice areas.</p> <p>12. Leadership and Mentoring. Strong mentoring skills.</p>
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Additional criteria	<p>12. Pre-Employment Screening. Satisfactory Working with Children Check.</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>
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Desirable criteria	<p>15. Sector Experience. Experience in the legal assistance sector.</p>
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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).