



ROLE DESCRIPTION

Solicitor / Senior Solicitor

Position:	Solicitor or Senior Solicitor
Location:	Brisbane (regional travel required)
Hours of work:	Full time
Classification:	Senior solicitor: Level 6 SCHADS Award Solicitor: Level 5 SCHADS Award
Salary:	Senior solicitor: \$120,000 - \$125,000 (excluding superannuation) Solicitor: \$105,000 – \$110,000 (excluding superannuation) PLS pays above the SCHADS award rate Salary sacrifice is available
Closing date:	29 May 2026
Contact:	Helen Blaber Director / Principal Solicitor pls@plsqld.com 3846 5074

ABOUT PLS

PLS is a specialist community legal centre that provides legal assistance to people in prison about matters arising from imprisonment. Our purpose is to help people who are vulnerable in prison. We work towards achieving this purpose by focusing on the following issues:

- Human rights violations;
- The use of solitary confinement;
- Satisfying parole eligibility requirements to achieve safe release; and
- Obtaining access to rehabilitation.

PURPOSE OF ROLE

Solicitors work cooperatively with all staff to further the goals of PLS across all service programs and activities. This includes providing direct legal assistance in PLS' core areas, prison visits, appearing at parole hearings as well as supervising solicitors, paralegals, students and volunteers. Senior Solicitors also contribute to law reform/policy work and assist with funding applications/reporting.

Key accountabilities

- Provide high-quality legal assistance and representation to people in prison on matters that fall within the scope of PLS' services. Senior Solicitors will run complex cases and conduct strategic litigation.
- Conduct community legal education, advice clinics and appear on behalf of prisoners at parole hearings during prison visits. All solicitor roles at PLS require travel to regional locations in Queensland to undertake in prison work.
- Conduct assessments of whether people in prison are eligible for PLS representation by application of PLS' eligibility criteria.
- Participate in regular team meetings regarding complex cases and the allocation of files for legal representation.
- Hold the position and undertake the responsibilities of a Nominated Person under the Risk Management Guide published by Community Legal Centres Australia including through supervision of solicitors, paralegals, volunteers and students.
- Senior Solicitors contribute to PLS' law reform and advocacy work by including by drafting submissions and advocacy/law reform positions.
- Assist with the collection of statistical and other service information for the purpose of funding reports, including by ensuring that all legal service notes are completed and submitted in a timely manner.
- Liaise with stakeholders and represent PLS at a range of forums to help achieve PLS' strategic objectives.
- Maintain a thorough knowledge and awareness of legislation, regulations, case law and procedures impacting people in prison in Queensland.

ESSENTIAL REQUIREMENTS

- Current Queensland practising certificate.
- Senior Solicitors must have an unrestricted practising certificate and at least 5 years PAE.
- Experience in administrative law and human rights law.
- Strong verbal and written communication skills.
- Strong client service focus and a commitment to working with disadvantaged people.
- Ability to deal with sensitive and confidential information with discretion and compassion.
- Excellent time management, attention to detail and ability to meet deadlines.
- Ability to work collaboratively within a small team.
- Driver's licence and ability to attend regional prison visits (criminal history check required).

HOW TO APPLY

To apply, please submit the following documents to pls@plsqld.com by 29 May 2026:

- CV; and
- Cover letter addressing why you are suitable for either the Solicitor or Senior Solicitor role.

For more information, please email pls@plsqld.com using the subject line Solicitor enquiry.

PLS is an equal opportunity employer. First Nations people are encouraged to apply.