

# Refugee Legal:

## Position Description – Solicitor

### **A. Overview of organisation**

Refugee Legal is an independent community legal centre specialising in refugee and immigration law, policy and practice. Refugee Legal has been assisting asylum seekers, refugees and disadvantaged migrants in the community and in detention for over 38 years and has substantial casework experience and expertise. Refugee Legal's work involves the provision of key legal assistance to people who could not otherwise obtain it due to financial and other forms of distinct disadvantage often related to their cultural or linguistically diverse backgrounds or experiences of torture or trauma. Refugee Legal also conducts extensive law reform, advocacy and education programs.

### **B. Position Summary**

Refugee Legal is currently recruiting for solicitors to join our legal team to provide high quality legal assistance including to: people applying for a protection visa, including for review at the Administrative Review Tribunal (ART); people on or applying for a Temporary Protection Visa (TPV) or a Safe Haven Enterprise Visa (SHEV); others who have arrived in Australia by boat who may be eligible for a permanent Resolution of Status Visa (RoS visa).

The position will report to a Refugee Legal Senior Lawyer.

### **C. Duties and Responsibilities**

Key duties include:

- Managing a substantial caseload of asylum seeker, refugee and migrant clients.
- Provision of initial advice, preparation of applications, representation and advocacy at all administrative levels including at the Department of Home Affairs and the ART.
- Attendance with clients at Departmental interviews and ART hearings in relation to the assessment of visa applications and applications for review.
- Preparation of resolution of status, protection, family reunion and other visa applications for people in Australia.
- Assistance with completion of public interest criteria requirements, e.g. health, character and identity.
- Preparation of requests for Ministerial intervention.
- Providing assistance with citizenship applications.
- Supervision of admin, paralegal and legal volunteers.
- Provision of community legal information to community groups – including for asylum seekers, refugees and disadvantaged migrants – on specific legal and policy issues.
- Referral of clients to non-legal service providers for additional support.
- Participate in regular internal staff, casework and planning meetings.
- Other duties as directed.

**Refugee Legal:**

**Defending the rights  
of refugees.**

**Refugee & Immigration  
Legal Centre Inc.**

**ABN 94 806 293 897**

**ARBN 660 326 778**

**Incorporated in Victoria, Members' liability limited.**

PO Box 1139, Collingwood, VIC, 3066

Level 5, 333 Exhibition Street, Melbourne, VIC, 3000

T: (03) 9413 0101

F: (03) 9413 0144

admin@refugeelegal.org.au

www.refugeelegal.org.au

## **D. Selection Criteria**

### **Essential attributes**

- Capacity and/or experience in performing casework and advice on refugee and general immigration matters, including good working knowledge of laws, policies and procedures in the jurisdiction.
- Interest and/or experience in advising and assisting people from diverse cultural and linguistic backgrounds, including those who are in situations of disadvantage.
- Ability to respond to high-volume legal need, juggle multiple tasks, work quickly and effectively under pressure, and pay close attention to detail within a fast-paced environment.
- Capacity and/or experience in the supervision of admin, paralegal and legal volunteers.
- Proven familiarity with and experience in working as part of a small team, including demonstrated ability to work both collectively and, where necessary, with initiative and self-reliance.
- Ability and willingness to work flexible hours, including outside standard business hours on weekdays, and on weekends.
- Holder of a current legal practising certificate.

### **Desirable attributes**

- Experience representing clients in the migration review division at the ART, including preparing statements and submissions and appearing in relation to review applications
- Detailed appreciation of, interest and experience in current issues confronting people of diverse cultural and linguistic backgrounds in the refugee and immigration law areas, including law reform and advocacy issues.
- Interest and experience in teaching and other public presentations on topics concerning immigration and refugee law, policy and procedures.
- Strong appreciation of, interest and experience in working with people of distinct disadvantage, including victims of torture or other trauma.

## **E. Employment Conditions**

**Location:** Level 5, 333 Exhibition Street, Melbourne, or elsewhere as required, including working from home and regional Victoria.

**Hours:** Full-time, Monday-Friday, or as required on weekends. (Flexibility in relation to work times is essential.)

**Salary:** Salary range is negotiable, depending on qualifications and experience, plus superannuation. Attractive salary packaging benefits are also available.

The position is full-time for a one-year period. There will be a 6-month probationary period. Refugee Legal is an Equal Opportunity Employer.

**Application Process:** written applications must address the selection criteria and be received by 10:00am on Tuesday 9 June 2026. Applications should be addressed to "The Executive Director", marked "Private & Confidential", and sent by email to [linda@refugeelegal.org.au](mailto:linda@refugeelegal.org.au).