



Sydney University Postgraduate Representative Association

SUPRA Legal Service Pty Ltd
ACN: 633 425 537

Position Description

Position	Solicitor, SUPRA Legal Service Pty Ltd
Classification	Full time (35 hours per week), Fixed term for 12 months. Possibility of continuation subject to funding. Up to 6 months' probation.
Level	Level 6 – Sydney University Postgraduate Representative Association (SUPRA) Enterprise Agreement 2023, \$131,209 - \$141,282, depending on qualifications and experience.
Reports to	Principal Solicitor/Director of SUPRA Legal Service Pty Ltd
Position Purpose	The primary purpose of this role is to deliver legal services to postgraduate students of The University of Sydney who are SUPRA members. The role also participates in community legal education, and law reform and policy activities which aim to improve the situation of students with regard to their legal rights.

Organisational overview

The SUPRA Legal Service Pty Ltd ("SUPRALS") is an incorporated legal practice funded by the Sydney University Postgraduate Representatives' Association of The University of Sydney ("SUPRA").

SUPRA is the representative body of all postgraduate students of The University of Sydney. Though funded via the University it is an independent, autonomous entity.

Key responsibilities

Specific key responsibilities for this role include:

- Provide high quality, culturally appropriate legal service delivery to student clients using a community development model.
- Supervise volunteers to ensure the provision of appropriate advice and assistance to clients.
- Undertake research and preparation of relevant publications and policy documents on key issues which arise out of SUPRALS's work.
- Develop and maintain strong links between SUPRALS and SUPRA, and between SUPRALS and the University of Sydney, as well as with other community organisations, peak bodies, private law firms, politicians and other relevant stakeholders.
- Ensure hazards and risks are identified and controlled for in tasks, projects and activities that pose a health and safety risk.

Specific position duties

1) Advice/casework

- a) Provide advice and casework services including advising clients (in Zoom, telephone, or face-to-face interviews at SUPRA and elsewhere; and in writing as required), negotiating, advocating, undertaking litigation and other related duties to students meeting SUPRA's priorities.
- b) Resource SUPRA by giving advice and assistance to SUPRA staff and council members in relation to any legal issues which arise in the course of performing their duties.
- c) Train, mentor, and supervise volunteers, including but not limited to: imparting knowledge, directing research, discussing and reviewing advice and casework, and managing risk.
- d) Participate in practice management strategies under the supervision of the Principal Solicitor such as professional file management, updating casework records, participating in casework meetings and review processes.
- e) Comply with professional and legal obligations as applicable to a solicitor admitted to practice in NSW.

2) Community legal education and community development

- a) Conduct/develop legal education activities/resources such as webinars, workshops, forums, publications, website publications and the like to inform students of their legal rights so they can resolve problems and assert their rights.
- b) Resource SUPRA by conducting or developing legal education activities/resources to assist SUPRA staff and/or council.

- c) Provide comment on the accuracy and currency of the legal content of education materials and activities created and/or presented by SUPRA staff or council.
 - d) Promote the legal service by participating in promotional activities in conjunction with SUPRA.
 - e) Mentor and supervise student volunteers to assist them to improve their skills and opportunities for them to become employed.
- 3) Law, policy, and administrative reform
 - a) Undertake law, policy and administrative reform work as identified and allocated by the Principal Solicitor, including writing or contributing to letters/submissions regarding policy issues and legislative reform, attending consultations, sitting on working parties, providing briefings, providing comment and feedback on policy positions, submissions, publications and other related activities undertaken by SUPRALS and/or SUPRA.
- 4) Service development
 - a) Assist the Principal Solicitor to proactively pursue SUPRALS's specific goals and objectives by the strategic use of any or all of the following activities as appropriate: advice, information and education provision, resource development, litigation, research, letter/submission writing, media comment and other policy/advocacy work.
 - b) Develop strong networks with SUPRALS staff and board, and with SUPRA staff and council, and in conjunction with them work to advance the interests of postgraduate students.
 - c) Develop networks and links between SUPRALS and The University of Sydney, as well as with other community organisations, peak bodies, private law firms, politicians and other relevant stakeholders, including for the purpose of seeking additional funding for SUPRALS.
 - d) Participate in regular training and professional development activities, including pursuing current & expert knowledge in legal and other areas applicable to the clients of the legal service, and presenting to other staff on issues of professional interest as identified from time-to-time.
- 5) Administrative
 - a) All staff are required to assist with the general day-to-day administration of SUPRALS, and to attend and participate in SUPRALS and SUPRA staff meetings and appropriate sub-committees, working groups, and planning days.

- 6) Workplace health and safety (WHS)
- a) All staff are required to take reasonable care for their own safety and that of other personnel who may be affected by their conduct by: -
- i) Adopting work practices that support WHS.
 - ii) Taking reasonable care for the health and safety of themselves and others.
 - iii) Acting in accordance with and maintaining awareness of SUPRA's Safer Spaces Policy.

Selection Criteria / Skills and Knowledge

Essential

- Hold or eligible to hold a practising certificate as a solicitor in New South Wales.
- Two (2) years post qualification experience providing legal advice and undertaking casework in a range of legal areas.
- Demonstrated experience in conducting legal work as a solicitor in at least three (3) areas directly relevant to the legal service's casework, including migration law.
- Demonstrated experience working in the community legal centre/not-for-profit legal assistance sector, or in the university sector as a solicitor.
- Ability to accept responsibility, take initiative and work independently with minimal supervision, as well as to work as part of a small multi-disciplinary professional team.
- Excellent oral and written communication skills with the ability to successfully negotiate with and influence a broad range of stakeholders.
- Understanding of current WH&S and Safer Space practices and an ability and capacity to implement required SUPRALS, SUPRA and University of Sydney health and safety policies and procedures.

Desirable

- Ability to provide verbal and written advice in another language.
- Experience in developing and delivering community legal education programs ideally in a tertiary education context.
- Experience conducting law reform, policy development, campaigns or other strategic legal work.
- Experience supervising, training, and mentoring legal staff and/or volunteers.
- Knowledge of student organisations, and of working in a membership based/union setting.