



Immigration Advice
and Rights Centre

Job Description: Principal Solicitor (Employment Law)

Accountable to:	CEO & Principal Solicitor
Direct Reports	Solicitor Employment Law
Tenure	Maximum term contract until 30 June 2028 (pending funding renewal in January 2027)
Classification	SCHADS Award Grade 8 Salary packaging available
Location	377 Sussex Street, Sydney NSW Possible travel around Australia
Hours	Full-time – 35 hours per week

1. About IARC

Immigration Advice and Rights Centre (**IARC**) is a not-for-profit community legal centre (**CLC**) with almost 40 years' experience assisting vulnerable migrants, refugees and asylum seekers. IARC's objects include to provide free immigration and citizenship law advice to socio-economically disadvantaged immigrants and refugees and to educate legal and welfare workers, their clients, and the public in current immigration regulations and policies.

Over the past 8-years, IARC has worked alongside its trade union partners to ensure that vulnerable migrant workers can enforce their workplace rights by providing free immigration law support and by advocating for positive changes to the migration system.

Successful advocacy has led to a number of important reforms for temporary visa holders, including the introduction of:

- **Workplace Justice visa:** which allows temporary visa holders to remain in Australia to seek justice in relation to a workplace issue;
- **Strengthening Reporting Protections:** which allows a temporary visa holder to stop their visa from being cancelled where they have experienced workplace exploitation and breached a visa condition;
- **Portability:** allowing certain temporary employer sponsored visa holders more time to find a new sponsor.

These changes have not only empowered temporary visa holders to speak out but have further embedded the interrelationship between immigration and employment law.

To assist IARC advise and educate workers on immigration and citizenship law, IARC is seeking an experienced Employment Lawyer to set up and lead an employment law practice that will assist temporary visa holders enforce their workplace rights where their visa is at risk.

2. Purpose of the Position

The Principal Solicitor (Employment Law) provides strategic leadership of a specialist practice supporting migrant and culturally diverse workers, who are disproportionately vulnerable to workplace exploitation.

Leading the delivery of high-quality legal and industrial services, the role combines expert legal practice with advocacy, education, and stakeholder engagement. By linking individual case outcomes to broader industrial and policy reform efforts, the Principal Solicitor contributes to both immediate improvements for workers and long-term systemic change.

3. Major Accountabilities

- Provide expert legal advice, representation, and strategic casework in employment law, industrial relations, and related areas of law affecting migrant and culturally diverse workers.
- Lead and supervise the employment law practice, ensuring the delivery of high-quality legal services, effective case management, and compliance with professional, ethical, and regulatory obligations, including regular file reviews and legal supervision.
- Mentor and upskill immigration lawyers in employment law.
- Ensure the effective implementation of the IARC Legal Practice Manual, CLCA Risk Management Guide, and organisational policies and procedures across the Employment Law practice, ensuring employment law practice staff are appropriately inducted, trained, and supported to meet practice standards.
- Identify systemic workplace issues arising from casework and contribute to the development of policy positions, law reform initiatives, and advocacy strategies that advance the rights and interests of migrant workers.
- Develop, deliver, and evaluate community legal education, and training programs to ensure information provided to workers, stakeholders, and practitioners is accurate, relevant, and responsive to developments in the law.
- Build and maintain effective relationships with key stakeholders, including trade unions and their peak bodies, community organisations, migrant services, regulators, and legal sector partners, to strengthen advocacy outcomes and service delivery.
- Monitor, evaluate, and report on the performance, impact, and outcomes of the employment law practice, including preparing reports for the CEO, Management Committee, funders, and other stakeholders.
- Contribute to IARC's organisational leadership, strategic planning, and continuous improvement initiatives to enhance service delivery, increase access to justice, and support systemic change for vulnerable migrants.

4. Key Communications

Internal

CEO & Principal Solicitor	Receive instructions and supervision. Provide expert advice and recommendations. Provide progress reports and report on any issues that need to be addressed.
Solicitor (Employment Law)	Provide supervision and advice and receive progress reports on any issues that need to be addressed.

Solicitors / Senior Solicitors (Migration Law)	Provide guidance on employment law issues and assist with triaging of employment law inquiries.
Snr Communications Manager	Maintain collaborative working relationships and provide input on communications activities.
Other Staff/Volunteers	Work collaboratively with other staff and participate in staff meetings. Supervise volunteers as needed.

External

Trades and Labor Councils (TLCs), Trade unions	Work with TLCs and trade unions to ensure the successful delivery of the Protecting Migrant Workers grant.
Government, Media, Unions, Community Legal Centres, Community Organisations, Law firms, funding bodies and other stakeholders	Liaise to develop relationships and partnerships in order to develop and progress policy and law reform work.

5. Decision Making

The Principal Solicitor is responsible for the professional conduct, quality, and compliance of IARC's employment law practice. The role exercises independent professional judgement in the provision of legal services, management of casework, supervision of legal staff, and conduct of legal matters, consistent with professional obligations and applicable legislation.

The Principal Solicitor is guided by the IARC Legal Practice Manual, CLCA Risk Management Guide, Legal Profession legislation and regulations, and IARC policies and procedures.

Decisions with significant organisational, financial, strategic, reputational, or policy implications are made in consultation with the CEO.

6. Key Challenges

- Working as an employment lawyer within a multidisciplinary legal practice, ensuring the employment law service is effectively integrated with broader legal services.
- Building collaborative relationships with colleagues across the practice to support client outcomes, referrals, and knowledge sharing.
- Developing and maintaining effective working relationships with Unions NSW, other State and Territory Trade Labor Councils, and other stakeholders to support service delivery.

7. Knowledge, Skills and Experience

Essential

- Qualified legal practitioner with at least 4 years post-admission experience
- Eligible to hold a Principal Practising Certificate in NSW
- Strong knowledge of employment law and industrial relations including experience in litigation, dispute resolution, and complex case management
- Strong management skills including an ability to think strategically and communicate a clear strategic direction to the employment law practice
- Experience in the development and delivery of training and community legal education
- Capacity to connect casework with broader strategic outcomes

- Experience working with vulnerable or disadvantaged clients
- Demonstrated commitment to social justice and trade union principles
- Ability to travel across NSW to deliver in-person community education and legal services

Desirable

- Bilingual

8. Other Information

IARC fosters a collaborative team environment and culture that advocates mutual respect between team members and management; where everyone's contributions are recognised, as well as their experience and skill sets, to create an environment where people work collectively and drive meaningful change.

IARC recognises that people have responsibilities and interests outside of their jobs and that as an organisation and individually we benefit from working flexibly. IARC is open to discussing with candidates the different ways in which we can support requests for agile working arrangements.

IARC expects staff will:

- operate effectively and respectfully in a team environment, contribute positively to team operations, culture and working relationships; and
- undertake reasonable additional activities within areas of expertise from time to time as required.

9. Salary and benefits

This salary and conditions of this position are set out in the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS Award). This position is graded at Level 8 of the award with an annual salary between \$135,707 - \$141,052 plus superannuation and leave loading.

IARC is committed to supporting work-life balance through a flexible and supportive workplace. As part of our team, you'll enjoy:

- A 35-hour work week
- Flexible working hours
- A nine-day fortnight
- The opportunity to work from home up to two days per week (where operationally appropriate)
- Additional leave over the Christmas period
- Generous salary packaging of up to \$18,500 per annum to maximise your take-home pay and novated car leasing options.