



Position Description: Solicitor

Salary Range: SCHADS Level 7 (1 – 3), plus the benefits of tax-effective salary packaging. CTBMCLC offers an above award enterprise agreement, including an additional 2 weeks paid ex gratia leave inclusive of public holidays over the Christmas and New Year's period. Employer funded superannuation is paid in accordance with the Superannuation Guarantee (Administration) Act 1992, and is in addition to the gross salary offered.

Position Status: Fixed term 12 months (part-time 21 hours per week).

Position Reports to: Principal Solicitor

Primary Responsibilities: Provide free legal advice, casework, participate in law reform activities and community legal education services.

Role and Context of Position

CTBMCLC provides access to justice through the provision of legal services, including community legal education, particularly for people who are disadvantaged by their social and economic circumstances.

This position is based in Bathurst with regular outreach to nearby towns required.

Level of Responsibility

Solicitors will be supervised at a level appropriate to their experience. All solicitors undertake a period of orientation at the commencement of their employment depending on their level of experience, as considered appropriate.

After the orientation period, all solicitors undertake a broad range of legal work independently and with supervision appropriate to their level of experience.

Legal work includes:

- Providing legal advice by telephone, in person or at outreach clinics;
- Representing clients at court/ tribunal;
- Having carriage of client files in a range of legal matters of varying complexity depending on the solicitor's experience;
- Preparing for and conducting community legal education and attending community development events;
- Undertaking law reform work and projects.

Organisation Expectations

1. Governance and Accountability

All employees will:

- a. Adhere to CTBMCLC Constitution, philosophy, policies and procedures including state and federal legislation, funding body service agreements, the Community Legal Centre's Risk Management Guide and industry standards;

- b. Document work in line with required standards;
- c. Ensure the complete and accurate collection of client and service data;
- d. Perform all reasonable duties requested by the Principal Solicitor;
- e. Attend internal and external supervision sessions.

2. Teamwork

All employees will:

- a. Attend staff, team and casework meetings when required and contribute to decision making;
- b. Contribute to CTBMCLC planning relevant to own work, including implementation of the Strategic Plan;
- c. Contribute to a positive and cooperative work environment;
- d. Follow through on commitments;
- e. Contribute to housekeeping tasks;
- f. Notice and discuss areas for process improvement;
- g. Act to support volunteers, management and other staff members.

3. Development

All employees will participate in required training and ongoing professional education

4. Workplace Health & Safety

All employees will understand the WH&S Policy, and how they can participate and support the implementation of the WH&S Policy.

Position Expectations

1. Legal Advice and Casework

All solicitors will:

- a. Provide high-quality legal advice, assistance and referrals for clients;
- b. Undertake legal casework in accordance with CTBMCLC casework policy, or as directed by the Principal Solicitor;
- c. Conduct litigation;
- d. Brief counsel and pro bono solicitors as required;
- e. Provide advice, support and assistance in keeping pamphlets, factsheets and other referral material in stock and up to date.

2. Community Legal Education and Liaison

All solicitors will:

- a. Provide legal education and training;
- b. Contribute to legal education publications for community members, legal practitioners and community workers assisting socially and economically disadvantaged people;
- c. Liaise with community organisations, police, chamber registrars, court staff and other stakeholders as appropriate, which may include working on weekends or out of usual hours to attend community events.

3. Law Reform

All solicitors will:

- a. Research and prepare reports, submissions, recommendations and commentaries on law and policy reform issues;
- b. Advocate for law and policy reform with other community organisations;

- c. Participate in law reform activities of Community Legal Centres NSW, where appropriate.

4. Supervision of Volunteers

All solicitors will:

- a. Provide supervision, mentoring and support to a broad range of volunteers, including but not limited to:
 - i. Law students;
 - ii. Graduates completing their practical legal training work experience;

Supervision

At CTBMCLC, supervision is an integral part of service delivery and workforce management. The development and maintenance of skilled and supported workers depends in large part on the support and structured reflection provided by the supervision framework.

Supervision has several benefits for workers, clients, and the organisation, including:

- A forum of accountability for those to whom the worker is accountable (clients, organisation, profession)
- A reflective space for workers to identify their strengths and weaknesses and any personal issues that may impact on their professional practice
- An opportunity for workers to build their skills and identify areas for future development in a supportive environment.

Supervision is a requirement for all workers at CTBMCLC and is provided internally through supervision with direct supervisors as well as externally once a month for one hour, paid for by the centre and to be undertaken on work time.

Selection Criteria

These are tasks/education/experience specific requirements, which the candidate must have to carry out the position:

Essential

1. Hold, or be eligible for, a NSW Practising Certificate and ideally 2 years post admission experience.
2. Demonstrated understanding and commitment to the philosophy of community legal centres, the promotion of human rights, social justice and meeting the legal needs of socially and economically disadvantaged people and groups.
3. Experience, or ability to quickly acquire knowledge, in at least two or more of the following areas of law: victims of crime, sexual domestic/family violence, family law (including property settlement), care and protection.
4. Ability to identify and understand both legal and non-legal issues facing socially and economically disadvantaged members of the community.
5. Excellent oral and written communication skills including demonstrated ability to communicate and negotiate effectively with clients, other parties, government and community organisations.
6. Completion of Aboriginal specific cultural safety training or be willing to undertake cultural safety training.
7. Computer literacy.
8. Hold a current NSW driver's licence and be willing to travel to rural areas.

Desirable

1. Experience working in a community legal centre or knowledge of the sector
2. Experience in community legal education
3. A willingness to undertake other training as identified or required.
4. Experience with Apple Mac computers, MS365 including Sharepoint and Teams, and Actionstep.