



Suite 428, Level 4, 14-16 Lexington Drive Bella Vista NSW 2153

JOB DESCRIPTION

Solicitor

Location: NSW

RESPONSIBLE TO: Principal Solicitor

BASIC RESPONSIBILITY:

The Solicitor will be responsible for managing own clients, complying with solicitor practice requirements, business development, and assisting and reporting to the Principal Solicitor.

DUTIES:

- 1.Management of client relationships and own case management from start to end
- 2.Provision of clear, accurate and quality legal advice to clients
- 3.Financial budgeting and management for client matters
- 4.Case planning including developing precedents
- 5.Conducting initial consultations with new clients and developing leads
- 6.Undertaking early risk assessment using Family Law DOORS assessment tool
- 7.Development of partnerships with internal and external stakeholders to support the growth of the enterprise
- 8.Contributing to research and development of business opportunities
- 9.Support the Principal Solicitor in mentoring and training staff as may be employed from time to time
- 10.Assist and support the Principal Solicitor in providing legal advice to Interrelate
- 11.Employees are responsible for:
 - a. Following WHS policies and procedures
 - b. Ensuring that their conduct does not endanger others
 - c. Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others
 - d. Cooperating with measures introduced in the interest of workplace health and safety
 - e. Undertaking any training provided in relation to WHS

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- f. Immediately reporting any matters which may affect workplace health and safety to their Line Manager
- g. Correctly using any information, training, personal protective equipment and safety devices provided
- h. Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- i. Undertaking only those tasks for which they have authorisation and/ or the necessary training, and for which all necessary safety arrangements are in place
- j. Observing anything in the workplace that may pose a hazard or potential risk and notifying the WHS representative
- k. Notifying the Area Manager immediately of any conditions which may place a staff member or service user at risk of significant harm
- l. Ensuring clients and course participants are aware of WHS hazards and risks within the workspace, and of related fire, evacuation and emergency response procedures

CORE CAPABILITIES:

- **Ethics** – *Advanced* – Communicates behavioural expectations which align to Code of Conduct, modelling behaviour aligned to organisational values
- **Legislation and Compliance** – *Adept* – Manages and monitors the implementation and embedding of systems and work practices which ensure legislative and contractual compliance
- **United Vision** – *Intermediate* – Understands own role in achieving organisational vision, works towards outcomes that contribute to this vision and collaborates to implement innovative ideas
- **Interpersonal Skills** – *Advanced* – Models emotional intelligence, social awareness and self-management in communication, conflict resolution and difficult conversations, facilitates staff development
- **Networks and Stakeholders** – *Intermediate* – Develops and sustains existing networks and stakeholder relationships within service or local area
- **Program Development** – *Adept* – Assists programs and projects to work to timelines and budget and achieve goals and objectives, supports the development of new programs
- **Client Outcomes** – *Advanced* – Fosters a culture of excellence in service delivery by focusing on the dissemination and promotion of best practice
- **Achieving Results** – *Intermediate* – Understands work requirements, fulfils responsibilities and achieves performance targets; assists others to fulfil responsibilities and achieve performance targets
- **Problem Solving** – *Intermediate* – Develops innovative solutions to problems and assists in the implementation of systems which facilitate proactive problem solving

- **Partnerships and Collaboration** – *Intermediate* – Works in partnership with the organisation across services or regions to improve outcomes
- **Initiative and Enterprise** – *Intermediate* – Demonstrates initiative and enterprise in own area of work and supports others to work more effectively
- **Written Communication** – *Advanced* – Writes clear, accurate and succinct communications, reports and documents for a range of audiences
- **Verbal Communication** – *Advanced* – Provides informed, meaningful and relevant messages when communicating with clients, staff and the public
- **Interpersonal Skills** – *Advanced* – Demonstrates active listening, empathy and sensitivity when interacting with clients and colleagues
- **Knowledge of Client Issues** – *Advanced* – Maintains and shares high level knowledge of client issues as impacted by political, economic, social and technological change
- **Technology** – *Intermediate* – Uses technology and software applications effectively in accordance with task requirements; supports others in using and adapting to new technology

POSITION REQUIREMENTS:

Interrelate employees are required to:

1. Work in collaboration, and network with, key stakeholders and the wider community
2. Understand and comply with all policies and procedures pertaining to the organisation
3. Demonstrate an awareness and commitment to the organisation's Code of Conduct, values and purpose
4. Establish sound working relationships with all levels of the organisation, based on respect, transparency and open communication
5. Perform other duties consistent with the responsibilities of the position as required by the Principal Solicitor
6. Follow WHS policies and procedures relating to workers, managers and officers as per Interrelate's WHS policy
7. Understand the principles of equity and diversity and the needs of Indigenous communities
8. Complete a satisfactory Australian National Police Check
9. Hold clearance of a NSW Working with Children Check, current driver's licence, and permission to work in Australia
10. Hold a current Solicitor Practicing Certificate in NSW

SELECTION CRITERIA:

Essential

- Tertiary qualifications in law and significant knowledge, skills and experience in legal practice with ongoing professional development
- From 3 years post admission solicitor experience in Family Law in Australia