Inner City Legal Centre

POSITION DESCRIPTION

Position title:	**Director - LGBTQIA+ Legal Service**
Salary range:	**$135,000-$150,000**
Position status:	**Full time or 0.8 FTE**
Position reports to:	**Principal Solicitor**
Probation period:	**Six months**
Primary responsibilities:	**Policy and Law Reform, Legal advice and casework, stakeholder management, supervision of solicitors and volunteers**

Purpose

The ICLC is a dynamic community legal centre, located on Gadigal land in Kings Cross. We are committed to improving access to law and justice for disadvantaged groups in the inner-city and LGBTQIA+ communities across NSW.

We proudly have a strong history of legal work and advocacy on domestic violence, family law, discrimination, human rights and other areas of law affecting our client groups. We are the only community legal centre in NSW that specialises in issues affecting sex workers, people who are trans and/or gender diverse and LGBTQIA+ people who are impacted by domestic and sexual violence.

Our services include generalist legal assistance to clients in the local area, as well as specialist statewide services including the Employment Rights Legal Service, the Sex Worker Legal Service, the Trans and Gender Diverse Legal Service and the LGBTQIA+ Legal Service.

Our Vision

To create a just and inclusive society where people experiencing disadvantage—especially LGBTQIA+ communities, sex workers, and people experiencing disadvantage in employment—have access to justice and the support they need to live with dignity, autonomy, equity, and respect.

The Opportunity

This position will oversee the NSW LGBTQIA+ Legal Service, which is undergoing an exciting period of expansion. The primary focus will be oversight of advice and casework provided through the service, including the supervision of junior solicitors, secondees and volunteers providing legal services for eligible LGBTQIA+ clients in

NSW. The Director will identify strategic litigation opportunities and lead our policy and law reform submissions on matters impacting the LGBTQIA+ Community in NSW. Working with the ICLC CEO, the Director will also co-convene the National LGBTQIA+ CLC Network, which provides significant opportunities for collaboration and law reform with other LGBTQIA+ legal services.

Benefits and Working Conditions

The ICLC is a flexible workplace offering the following benefits:

- Above award conditions in line with the ICLC Enterprise Agreement
- Time in lieu arrangements
- Work from home options
- Paid end-of-year closure of two weeks in addition to four weeks annual leave
- Superannuation and annual leave loading paid in addition to salary
- Salary packaging available

The ICLC is committed to building a resilient, adaptable workforce that is empowered to deliver high-quality services, respond to emerging needs, and lead sector change. By investing in our people, we are creating a workplace that is safe, inclusive, and professionally rewarding.

Key Responsibilities

Legal Advice and Casework

The Director will be appointed as a nominated person to supervise and sign off on the majority of legal advice, task and casework that is provided through the LGBTQIA+ Legal Service and within expertise in accordance with the CLC risk management guide. The position will also identify matters that are appropriate for casework and strategic litigation and oversee the management of those matters.

Community Legal Education

- In collaboration with other ICLC staff, identify legal needs in the LGBTQIA+ Legal Service area and develop CLE materials in response to those needs.
- Deliver CLE consistent with the CLC Risk Management Guide and the ICLC Strategic Plan, including the delivery of seminars, preparation and distribution of legal information resources and use of media/social media.
- Liaise with and involve local community partner organisations in the work of the Centre and participate in relevant networks as required.
- Together with the Principal Solicitor, ensure that the CLC Risk Management Guide requirements for all aspects of CLE are adhered to.

Policy and Law Reform

- Identify and participate in law reform projects consistently with the CLC Risk Management Guide and the ICLC Strategic Plan.

- Work with members of parliament and provide evidence at relevant parliamentary inquiries.
- Collaborate and consult with other LGBTQIA+ organisations to ensure law reform submissions are consistent with community need and interest.
- Participate in law reform activities of Community Legal Centres NSW.
- Participate in media interviews and proactively identify media opportunities relevant to the work of the LGBTQIA+ Legal Service

Supervision, Practice Management and Administration

- Together with the Principal Solicitor;
    - provide supervision and direction in the LGBTQIA+ Legal Service area for the legal practice.
    - Ensure that the legal practice complies with the relevant legal, professional and insurance requirements.
    - Undertake and implement ICLC's obligations under its professional indemnity insurance scheme.
    - Ensure that the CLC Risk Management Guide requirements for all aspects of casework are adhered to.
    - Ensure that all files are kept, clients advised and represented in accordance with all risk management procedures.
    - Ensure that service data is accurate and up to date in line with the requirements of the CLC Data Standards Manual and the LGBTQIA+ Legal Service operational plan
- Assist the Principal Solicitor to lead and promote the effective development and expansion of the legal practice in accordance with ICLC strategic goals
- Undertake select HR functions under the direction of the Principal Solicitor in relation to assigned volunteers including recruitment, orientation, supervision, support, appraisal and performance development,
- Provide timely advice and support in relation to legal issues to legal staff.
- Supervise evening and pro-bono advice clinics.
- Supervise members of the LGBTQIA+ Legal Service team via staff meetings, file reviews and individual supervision sessions, and ensure prescribed workloads, professional standards, centre policy and casework guidelines are observed.
- Undertake casework with particular reference to ICLC target clients in agreement with the Principal Solicitor

Stakeholder Management

- In collaboration with the Principal Solicitor and the CEO, manage existing external stakeholder relationships within the legal services sector and within the LGBTQIA+ Sector.
- Proactively identify new stakeholder relationships within the legal sector, LGBTQIA+ sector, media, parliament and community.

Selection Criteria

Essential

1. Current NSW Principal practicing certificate and an excellent record of client service.
2. Five + years post-admission experience in two or more of the following areas; Crime, domestic and family violence, family law, civil and employment.
3. Demonstrated understanding of and commitment to social justice issues that impact LGBTQIA+ and sex worker communities.
4. Staff supervision experience within a legal practice.
5. Demonstrated experience in strategic planning and policy work.
6. Ability to implement appropriate risk management strategies and sound legal practice techniques, including file management and administration.
7. Demonstrated experience in supervising junior solicitors, students and/or volunteer solicitors.

Desirable

1. Experience of successfully working within a CLC or similar community based organisation.
2. Demonstrated experience in Community Legal Education design and delivery.
3. Knowledge of community resources and organisations relevant to the needs of ICLC clients.
4. Experience working with media, including social media.
5. Demonstrated interest and experience in strategic litigation.
6. Demonstrated interest and experience in law reform.
7. Experience in supporting legal teams to adopt new technology and infrastructure.