

# North & North West Community Legal Service Inc.

## Solicitor

### Job Description

- STATUS:** Ongoing contract. Initial six-month probationary period. Position is subject to funding continuation.
- HOURS:** The position is funded for 28 hours per week.
- SALARY:** The position operates under the Social, Community, Home Care and Disability Services Industry (SCHCADS) Award Level 6.1. Annual and sick leave as per award conditions. Salary packaging is available. Travel reimbursement for work purposes as per award. Accommodation and meal allowances are payable for extended trips.
- LOCATION:** The position is located at the office of the North & North West Community Legal Service Inc at 2/147 Balo Street Moree NSW 2400.

This is a regional position and the area to be serviced is the North and North West region of New South Wales. Travel to major population centres as part of the Service's outreach may be required.

### PURPOSE OF POSITION:

- To deliver legal advice, casework, information and education to those with the least access to the legal system in the North and North West region of NSW.

### DIMENSIONS OF THE POSITION:

The Solicitor is required to exercise a high degree of personal responsibility for the giving of legal advice and information to clients, the management of casework, including the provision of community legal education. The Solicitor is required to work as a team member in a community based organisation and to contribute to the overall functioning of the Service.

## **RESPONSIBLE TO:**

- The Principal Solicitor for legal and PII requirements
- The Management Committee of NNWCLS for policy and accountability requirements.

## **DUTIES:**

### **Objective 1: General Legal Service Practice**

Participate in the general legal service within the Service's catchment areas including:

- Providing legal information, advice and casework services as applicable including participating in the Service's outreach program.
- Ensuring the completeness of case-work files, core-data sheets and other reporting requirements.

### **Objective 2: Service delivery maintenance and development**

Participate in the maintenance of existing service delivery requirements initiatives and the development and implementation of new service delivery initiatives including:

- Alternative methods of delivering legal information, advice and education to people in rural and remote areas within the Service's catchment area.
- Other services may be developed in consultation with the Principal Solicitor.

### **Objective 4: Community Legal Education**

#### **Planning**

- Develop in consultation with the Principal Solicitor and Co-ordinator a work plan based on:
- Inquires for information
- Response to community need
- Priorities determined by strategic plan.

#### **Research**

- Develop and maintain CLE teaching materials.
- Deliver and evaluate CLE.
- Maintain up to date CLE teaching methods

#### **Projects**

- Deliver CLE and disseminate educational material when appropriate.
- Produce materials appropriate to our region when appropriate. Document the different strategies and processes undertaken to deliver CLE.
- Conduct evaluation of CLE

**Objective 5: Networking and community liaison.**

Maintain and further develop links with local solicitors, service providers and community organisations in consultation with Principal Solicitor.

**Objective 6: Planning review and implementation**

Participate in all relevant aspects of the Service's planning review and implementation strategies including:

- Staff meetings.
- Sub-committees and working groups as applicable.
- Strategic Planning meetings and workshops.

**Objective 7: Professional Development**

Undertake appropriate professional development activities to maintain and enhance knowledge and skills required to fulfil all aspects of the position's responsibilities.

**Objective 8: EEO and WHS.**

- Comply with the Service's equal opportunity policies and procedures
- Comply with WHS policies and safe work practices.

The selection criteria for the Solicitor is as follows:

**Essential:**

- Undergraduate or Postgraduate Law Degree
- Eligibility to practice as a Solicitor in New South Wales
- Ability to support and collaborate with members of the community in all legal and associated practices, in a professional and consultative manner
- Knowledge of relevant professional practice requirements
- Excellent communication and interpersonal skills, including a demonstrated ability to provide non-judgmental, quality service delivery
- Demonstrated ability to work cooperatively with colleagues and clients
- Demonstrated ability to work effectively and flexibly under pressure
- Highly developed organisational and administrative skills, including ability to manage case files
- Proficiency in computer skills, including Word Processing
- Understanding of, and sensitivity to, people from diverse cultural, socio-economic and linguistic backgrounds, and people with substance abuse or mental health issues
- A current unencumbered driver's license

**Desirable:**

- Knowledge of and/or experience in, and commitment to, working within the community legal services sector or otherwise in relation to legal issues
- At least 3 years post admission experience, working in an associated role
- Demonstrated capacity to provide legal advice based on sound legal research and analysis
- Demonstrated high level of productivity/output in previous roles
- Ability to take initiative and accept responsibility as a part of a small team