

POSITION DESCRIPTION

JUNIOR SOLICITOR

POSITION DETAILS	
Position:	Junior Solicitor
Reports to:	Principal Solicitor
Award:	Social, Community, Home Care and Disability Services Industry Award 2020
Classification:	Level 5
Basis of Employment:	Part Time
Location:	Armidale, NSW and surrounding areas

Organisational Context

North and North West Community Legal Service ('NNWCLS') is a regionally based generalist legal service. We strive to support the least advantaged members of our community, especially those who have difficulty accessing the legal system. Based in Armidale and surrounds, our staff are committed to providing legal advice, Court appearance and other support throughout the New England and North West regions of NSW.

Standards and Expectations

The Junior Solicitor must adhere to NNWCLS's standards and expectations:

1. Honesty, integrity, and ethical conduct at all times;
2. Excellent interpersonal and communication skills, including tolerance and the capacity to develop rapport with a wide range of stakeholders;
3. Supporting staff to achieve their highest standard of work; and
4. High levels of motivation, initiative, and innovation.

Position Profile

The Junior Solicitor is responsible for delivering 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.

Accountability

The Solicitor will report to the Principal Solicitor, and will be accountable for managing and undertaking all activities in line with organisational policies, procedures, and regulatory and

legislative requirements with a high degree of independent judgement and autonomy. They will lead and contribute to projects and teams, and ensure that they keep the Principal Solicitor, as well as relevant staff, briefed throughout. They will strive to exceed quality work standards and customer service satisfaction levels.

Key Responsibilities

Key responsibilities include:

General Legal Service Practice

Participate in the general legal service practice for individuals and organisations 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 casework files, core data sheets and other reporting requirements
- Supervising the legal work of para-legals, students and volunteers as applicable.
- Monitoring and reporting, where applicable, any significant occurrences or trends emerging from servicing delivery case work
- Provide as-needed support to the administrative functions of the service including covering the reception desk and telephone

Service Delivery Maintenance and Development

- Participate in the maintenance of existing service delivery initiatives
- Participate in the development and implementation of new service delivery initiatives

Community Legal Education

- Develop, in consultation with the Principal Solicitor and Coordinator, a work plan for community legal education (CLE) based on enquiries for information, identified community needs, and priorities determined by the strategic plan
- Develop and maintain CLE teaching materials
- Deliver and evaluate CLE
- Maintain up to date CLE teaching methods
- 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 evaluations of CLE

Networking and Community Liaison

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

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, and strategic planning meetings and workshops

Nominated Person

- Comply with the Service's appointment checklist which includes duties and responsibilities
- Act as Nominated Person when an appointment is made by the Principal Solicitor or Management Committee
- Perform duties as delegated by the Principal Solicitor, including checking advices in line with the Risk Management Guide

Professional Development

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

Workplace Health and Safety (WHS)

Contribute to a safe and healthy workplace by:

- Following WHS instructions, policies and procedures;
- Reporting accidents and hazards and addressing potential risks;
- Working to ensure both your own and others' safety; and
- Actively participating in WHS meetings, suggesting improved risk and hazard mitigation.

Prepared by:	Pinnacle People Solutions
Approved by:	Management Committee
Date Approved/Updated:	19/2/25
Version No:	VERSION 1

Employee Acknowledgement

Signed by:	
Print Name:	
Date:	

Selection Criteria

Qualifications

1. Tertiary qualifications in Law, or equivalent education
2. Current Practising Certificate as a solicitor of the Supreme Court of NSW
3. Current NSW Drivers Licence

Experience

1. Demonstrated ability to undertake legal work relevant to disadvantaged clients including Family, Civil, Employment, Criminal and Welfare Rights matters
2. Demonstrated ability to conduct appropriate case and file management

Skills

1. Excellent written and verbal communication skills
2. Demonstrated ability to maintain records, and seek out, gather and analyse existing information on all issues relevant to the position
3. Demonstrated ability to identify and understand issues affecting disadvantaged clients and community access to social justice

4. Demonstrated ability to set priorities, organise and manage workloads
5. Capacity to work in a community based, team environment
6. Knowledge of issues relating to service delivery in rural context/outreach work
7. Capacity to work with clients with intellectual disabilities, clients from Indigenous and non-English speaking backgrounds and clients from other disadvantaged circumstances
8. Knowledge of philosophies pertaining to Community Legal Centres
9. Demonstrated ability to operate a range of computer software packages for word processing and spreadsheets, including but not limited to Microsoft Office suite and use of internet

Attributes

1. Demonstrated commitment to social justice
2. Sense of personal accountability and responsibility
3. Understanding of and ability to implement access and equity principles