



Assistant Principal Solicitor South West Sydney Community Legal Service

- 3 year contract, full time position (35hpw)
- You will be working from our new office in Bankstown
- Community Legal Centre incorporating domestic and family violence services
- Salary is dependent on experience but may be up to \$133,000 plus super
- Flexible work conditions, salary packaging to increase take home pay, 5 weeks' annual leave plus leave loading, additional leave at Christmas
- Suitable candidates interviewed progressively, please apply now

We are seeking an Assistant Principal Solicitor to support the Principal Solicitor in the management and professional supervision of the legal practice, with particular responsibility for the Family Law, Criminal/Traffic Law and Domestic Violence areas of the practice ('Focus Areas'). The role holder directs and assists solicitors in the provision of legal services and participates in law reform activities, the preparation of community legal resources and the preparation and presentation of community legal training.

About Justice Support Centre

Justice Support Centre is a not for profit community legal centre.

Our legal services include information, advice and legal representation for people in South West Sydney whose access to justice is denied or constrained, and includes specialised legal services for victim-survivors of DFV.

Our DFV services include court support and advocacy, safety planning, case management and financial counselling.

Both the legal and DFV teams offer tailored training and workshops to community members and community organisations.

We give our clients the guidance, legal advice, support services and strength they need to claim their rights, know their options and choose their next steps.

About the role

This role joins a team of solicitors in a community legal centre that promotes access to justice for those disadvantaged by their social and economic circumstances and provides the opportunity for rewarding and constructive engagement on professional and community levels.

We are seeking a senior solicitor with a commitment to social justice, strong leadership skills and a demonstrated breadth of legal experience supplemented with in depth experience for the Family Law, Criminal/Traffic Law and Domestic Violence areas of the practice.

As Assistant Principal Solicitor you will have the skills and experience to professionally supervise and manage a legal practice as well as work in the practice. Excellent interpersonal and leadership skills will be required to manage and develop our legal practice

and to work with clients and stakeholders from diverse backgrounds. You must be eligible for a NSW Practising Certificate to practice as a principal of a law practice and be able to use your own vehicle for work when required.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Closing Date: 9am, Tuesday 31st January 2023

Contact Person: Enquiries about the role should be emailed to Peter Multari,
Principal Solicitor peterm@justicesupportcentre.org.au

The preferred applicant will be required to undergo a Working with Children Check and a National Police Records Check.

How to apply for this position:

1. Visit our website <https://justicesupportcentre.org.au/about-us/work-with-us/> for a copy of the position description, essential and desirable criteria and instructions on how to apply.
2. Send your covering letter, resume and a document detailing how your skills and experience meet the essential and desirable criteria to peterm@justicesupportcentre.org.au
3. **You must address the essential criteria in full. Applications that do not address the essential criteria will not be considered.**



Assistant Principal Solicitor South West Sydney Community Legal Service

Dear Applicant,

Thank you for your interest in the Assistant Principal Solicitor with Justice Support Centre. This package encloses the information you require to apply for the position.

Our Organisation

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Assistant Principal Solicitor role

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We are seeking a senior solicitor with a commitment to social justice, strong leadership skills and a demonstrated breadth of legal experience supplemented with in depth experience for the Family Law, Criminal/Traffic Law and Domestic Violence areas of the practice.

As Assistant Principal Solicitor you will have the skills and experience to professionally supervise and manage a legal practice as well as work in the practice. Excellent interpersonal and leadership skills will be required to manage and develop our legal practice and to work with clients and stakeholders from diverse backgrounds. You must be eligible for a NSW Practising Certificate to practice as a principal of a law practice and be able to use your own vehicle for work when required.

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Please see the **position description** and the **essential and desirable criteria** further down in this document.

HOW TO APPLY

1. Read the Position Description and Essential and Desirable Criteria below.
2. Your application should include a covering letter, a resume and an additional document addressing the Essential and Desirable criteria.

The covering letter needs to state:

- The position you are applying for; please indicate if you are interested in full time or part time
- Your current contact details; and

Your resume should detail:

- your employment history including dates and a brief statement of duties for previous roles; and
- your education history.

Your additional document should clearly explain:

- how your skills and experience meet each listed criteria;
- Applications that do not address **ALL of the Essential Criteria** will not be considered.

You should also ensure you are able to later provide contact details for two professional referees (at least one current or previous line manager).

3. Please send written applications to peterm@justicesupportcentre.org.au.

CLOSING DATE: 9am, Tuesday 31st January 2023

CONTACT PERSON: Enquiries about the role should be emailed to Peter Multari, Principal Solicitor peterm@justicesupportcentre.org.au

Yours sincerely,

Peter Multari
Principal Solicitor

POSITION DESCRIPTION

Position:	Assistant Principal Solicitor
Status:	3 year contract
Accountable:	Principal Solicitor
Location:	Bankstown and South West Sydney local courts

Overview

This role joins a team of solicitors in a community legal centre that promotes access to justice for those disadvantaged by their social and economic circumstances. Other teams at Justice Support Centre provide support and case management services to women and children who have experienced domestic and family violence in the areas of Liverpool, Fairfield, Canterbury Bankstown, Burwood and central Sydney.

The Assistant Principal Solicitor will support the Principal Solicitor in the management and professional supervision of the legal practice, with particular responsibility for the Family Law, Criminal/Traffic Law and Domestic Violence areas of the practice ('Focus Areas'). The role holder directs and assists solicitors in the provision of legal services and participates in law reform activities, the preparation of community legal resources, the preparation and presentation of community legal training.

The role is full time on a three-year contract. Occasionally the solicitor may be required to work outside standard business hours. Justice Support Centre provides five weeks' annual leave with leave loading and other generous working conditions. As a public benevolent institution Justice Support Centre is able to offer salary packaging.

Salary is dependent on experience but may be up to \$133,000 plus superannuation.

Duties and responsibilities

Practice management, supervision and development, staff management

The Assistant Principal Solicitor assists the Principal Solicitor in developing and maintaining excellence in the legal practice. The solicitor is required to:

- Develop and implement quality control and practice management strategies that comply with the legal and regulatory requirements governing the legal profession and practice including relevant legislation, the CLC Risk Management Guide and funding agreements;
- Assist the Principal Solicitor to oversee the delivery of high quality legal services and delivery of priorities in the strategic plan, including the development, coordination and monitoring of the legal practice, community legal education and law reform;
- Manage and professionally supervise the Focus Areas of the practice and as directed by the Principal Solicitor. From time to time, this may include areas beyond the Focus Areas;
- As the Nominated Person (defined in the CLC Risk Management Guide), supervise the legal practice in the absence of the Principal Solicitor; and
- Assist the Principal Solicitor in human resource related functions including recruitment, orientation, performance appraisal and professional development.

Legal advice and representation with a Family Law and Criminal/Traffic Law emphasis

Justice Support Centre provides advice, casework and representation services across a broad cross-section of legal areas. The Assistant Principal Solicitor is required to work in a generalist legal environment, however the emphasis of the position will be in the Focus Areas of the practice. There is an expectation that the role holder will have advanced experience with the impact of Domestic and Family Violence in the Focus Areas and have

practice experience of the Victims Support Scheme or be able to quickly develop knowledge, skills and experience in this area. The Assistant Principal Solicitor is required to:

- Provide high quality telephone, face to face and written legal advice, advocacy, information, referral, casework and representation to clients, particularly connected with the Focus Areas; and
- Keep abreast of legal, procedural and policy developments relevant to the position and provide updates to colleagues.

Community development and engagement

Justice Support Centre aims to empower people to take control of their legal issues. The Centre is committed to providing legal and legal-related education to the community including in the areas of the impact of violence and human rights. Justice Support Centre works with community partners to support our clients and work for change in the communities it serves. The Assistant Principal Solicitor is required to:

- Participate in the planning, development and delivery of community legal education and in relation to the Focus Areas, be the primary driver and coordinator;
- Participate in the development, review and maintenance of plain language legal information resources and Justice Support Centre publications and in relation to the Focus Areas, be the primary driver and coordinator;
- Represent Justice Support Centre and participate in networks, particularly with respect to the Focus Areas;
- Keep informed about policy and social issues affecting the communities served by Justice Support Centre;
- Participate in Justice Support Centre's responses to information needs, policy and social issues and affecting the communities we serve (e.g. discussion papers, information sessions) and participate in any law reform activities; and
- Build and maintain effective working relationships with community stakeholders and partners such as family relationship services and relevant courts.

General

As part of the legal team the Assistant Principal Solicitor will be required to:

- Collect and record data relating to legal advice, referral, casework and non-casework
- Contribute to the production of information required for reports to the management committee and funding bodies
- Manage their own word processing and administrative requirements

Reporting

The Assistant Principal Solicitor will report to the Principal Solicitor. In the absence of the Principal Solicitor the Assistant Principal Solicitor will report to the CEO.

Knowledge, skills, experience

Essential

- Eligibility for a NSW Practising Certificate to practice as a principal of a legal practice;
- Demonstrated ability to manage a legal practice, including a strong understanding of professional and ethical obligations and risk management;
- Demonstrated strong leadership and management skills;
- Minimum eight years' general legal experience including litigation and advocacy in the Focus Areas;
- Demonstrated ability to deliver timely, effective and high quality casework and representation to clients;
- Demonstrated ability to deliver effective, high quality telephone legal information and

- advice to clients in plain language in a high demand context;
- Demonstrated depth of experience representing clients in criminal and traffic law matters, family law mediation or other dispute resolution contexts including in matters involving family and/or domestic violence;
 - Demonstrated commitment to learning and development;
 - Demonstrated ability to design and deliver plain language legal based education;
 - Demonstrated ability to work as part of a multi-disciplinary team;
 - Excellent computer literacy;
 - Demonstrated ability to efficiently and independently manage a practice's word processing, administrative and file management requirements;
 - Excellent written and verbal communication and interpersonal skills;
 - Demonstrated commitment to social justice;
 - Current driver's licence and availability of own comprehensively insured motor vehicle for work use; and
 - Ability to work with clients from a diverse range of backgrounds including Aboriginal and Torres Strait Islander people, people with a disability, young people, and people from culturally and linguistically diverse backgrounds.

Desirable

- Employment Law experience, particularly in the Fair Work Commission jurisdiction
- Experience with claims under the Victims Support Scheme