



**Justice Support[®]
Centre** | **Serving South West
Sydney since 1986**

**Generalist Solicitor
Legal Team Criminal and Traffic Law**

- Permanent, full time (35hpw)
- Bankstown office location
- Community Legal Centre incorporating domestic and family violence services.
- Salary range: up to SCHADS L7 \$110,000.00 plus super
- Flexible work conditions, salary packaging to increase take-home pay, 5 weeks annual leave (pro rata) plus leave loading, additional leave at Christmas.

Are you seeking an exciting new challenge in 2024? Are you a passionate and driven lawyer with a strong interest in social justice? Do you have advanced skills and experience in Employment & Civil Law? If so, we have the perfect position for you. You will join an amazing team of dedicated professionals committed to making a meaningful impact in the lives of individuals facing legal challenges.

Dear Applicant,

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

Our Organisation

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.

Solicitor 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, and in-depth experience in the Focus Areas of law. Your experience with Victims Support claims and Domestic Violence will also be highly regarded.

You must hold a current NSW Law Society Practising Certificate and be able to use your own vehicle for work when required.

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

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 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 apply on line

CONTACT PERSON: Enquiries about the role should be emailed to Juliane Scuteri HR Manager, juliane@justicesupportcentre.org.au

Yours sincerely,

Elizabeth Simpson
Principal Solicitor

ATTACHMENT A POSITION DESCRIPTION

Position: Generalist Solicitor
Focus areas: Employment and Civil Law
Status: Permanent
Accountable: The Principal Solicitor

A. PURPOSE OF POSITION

- To provide Justice Support Centre clients with timely, effective, high quality telephone legal advice, information, and referral to other sources of legal and community assistance.
- To provide Justice Support Centre clients with timely, effective, high quality legal assistance and representation.
- To provide the community and community workers with accurate and effective legal information through legal seminars, training, resources, and guidance; and
- To participate in the Centre's law reform activities and projects as directed from time to time.

B. NATURE AND SCOPE OF POSITION

Legal Work

Provide high quality legal advice, information, and casework to clients by:

- Providing timely, high quality, accessible and effective telephone and face to face legal information and referral to clients in accordance with Justice Support Centre 's policies and procedures.
- Providing timely, high quality, accessible and effective telephone, and face to face legal advice to clients in accordance with Justice Support Centre's policies and procedures.
- Providing timely, high quality and effective casework, advocacy, and representation to clients in accordance with Justice Support Centre's policies and procedures.
- Planning, developing, and delivering community legal education to the community and community workers on legal issues and developments and responding to identified training needs.
- Monitoring legal, procedural and media developments and providing briefings and updates to relevant Justice Support Centre staff; and

- Developing, reviewing, and maintaining plain language legal information resources for the community, community workers and other avenues of delivery Justice Support Centre may employ from time to time.

Employment Law and Civil Law - Focus Areas

Justice Support Centre is a Generalist Legal Centre and as such provides advice and casework services across a broad cross-section of areas of law. This position is required to effectively contribute to and participate in such a generalist environment, however the emphasis of this position will be in the Focus Areas to the extent determined from time to time by the Principal Solicitor.

- Strategically assist and support the Principal Solicitor and Assistant Principal Solicitor with the development, coordination, and monitoring of the Focus Areas of the practice, programs, and initiatives.
- Facilitate community engagement, consultation, and education initiatives with respect to the Focus Areas.
- Represent Justice Support Centre at and participate in relevant Focus Areas networks.
- Build and maintain effective working relationships with stakeholders relevant to the Focus Areas; and
- Keep up to date with legislation, practice and procedure and developments relevant to Your position requirements from time to time.

C. GENERAL FUNCTIONS AND RESPONSIBILITIES

- Remain generally informed about policy and social issues affecting the community and the community sector in the Liverpool Fairfield and Canterbury Bankstown local government areas (Catchment Area) and the wider environment.
- Where appropriate, facilitate local responses to policy and social issues affecting the community and the community sector in the Catchment Area through appropriate mechanisms (e.g. discussion papers, information sessions) as required by the Principal Solicitor.
- Facilitate the development and implementation of innovative strategies to meet the information needs of the community and community services in the Catchment Area, as appropriate and as approved by the Principal Solicitor.
- Assist in the compilation and production of the Centre's publications.
- Adhere to and work within codes of practice relevant to the legal profession.
- Undertake training such as to develop and maintain skills and qualifications necessary to effectively fulfil your position, including complying with professional requirements for mandatory continuing legal education.
- Maintain an up to date working knowledge of the law and practice and procedure and professional requirements and obligations relevant to the position.
- Maintain a working familiarity with office equipment required within the position.
- Attend and participate actively in meetings, staff appraisals and Centre planning activities, including planning days, as required; and
- Undertake your own practice's word processing and file management

requirements.

D. ACCOUNTABILITY AND ADMINISTRATION

- Develop annual work plans.
- Collect and record data for all activities relating to legal advice, referral, casework, and non-casework in accordance with the Centre's processes.
- Contribute to the production of reports as required by the management committee and the funding body including the annual report; and
- Accept direction from and be responsible to the Principal Solicitor.

E. COMMON TEAM FUNCTIONS AND RESPONSIBILITIES

- Work collaboratively with other team members by sharing skills, resources, projects and ideas.
- Respect and work within the codes of behaviour, policies, and procedures of the Centre; and
- Encourage and maintain an atmosphere of harmony in the workplace by promoting and observing ethical practices and professionalism.

ESSENTIAL CRITERIA

- Current NSW Law Society practising certificate or eligible to obtain same prior to commencement of employment.
- Demonstrated 4+ solid years PAE experience in the Focus Areas of law.
- Demonstrated advanced litigation and related court advocacy experience in the Focus Areas of law.
- Excellent and flexible written and verbal communication and interpersonal skills.
- Current driver licence and availability of own motor vehicle for work use when required, duly registered and with property damage insurance as outlined in the Contract of Employment.

PREFERRED CRITERIA

- Demonstrated significant experience (including representation and advocacy) in other areas of law, most preferably in civil law.
- Demonstrated ability to deliver timely, effective, high-quality casework, advocacy and representation to clients of various socio-economic backgrounds.
- Demonstrated ability to efficiently deliver effective, high-quality advice, often in a busy phone advice context, and to communicate in plain language.
- Demonstrated ability to design and deliver plain language legal based education & information workshops.
- Demonstrated ability to work as part of a multi-disciplinary team.
- Very good computer literacy, in particular word processing and the efficient preparation of your own correspondence and file management.
- Demonstrated understanding of and commitment to social justice issues and those experiencing economic, social, and cultural disadvantage and lack of access to legal services.