

### **Solicitor**

- One year parental leave relief contract, full time hours (35hpw)
- Bankstown office location
- Community Legal Centre incorporating domestic and family violence services
- Salary range: up to SCHCADS Level 5 to 7 depending on skills and experience
- 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 passionate about social justice? Would you like to develop your skills in two of the following areas of law: Family Law, Criminal, Traffic and Civil (including credit and debt, consumer, employment and Motor Vehicle Accident-property damage) Victim Services and any of these combinations, Employment, Criminal, Traffic and Family Law, Civil (including credit and debt, consumer issues and Motor Vehicle Accident-property damage).

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.

### **Why join us?**

We are offering an attractive total remuneration depending on skills and experience.

In addition, Justice Support Centre also offer excellent employee benefits which include:

- a range of flexible work arrangements including hybrid WFH arrangements
- 9 weeks paid parental leave
- access to Long Service Leave after 5 years
- significant leave benefits (5 weeks annual leave, 5 Gratis days at Christmas, 17 days sick/personal leave per year)
- 35 hour working week which can be worked over 4 or 5 days within the working week
- learning and Development opportunities.

### **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.

## **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 solicitor with a minimum of 1 year PAE experience who has a commitment to social justice, and interest or experience in two or more of our Focus Areas of law by providing high quality legal advice, information, and casework to clients. Please refer to the Job Application Package on our website.

More experienced candidates are highly encouraged to apply.

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

## **About You**

### ***Essential criteria***

The successful candidate will:

- hold a current NSW Law Society practising certificate or eligible to obtain same prior to commencement of employment
- minimum of 1 year post-admission experience
- excellent and flexible written and verbal communication and interpersonal skills
- current driver licence and availability of own motor vehicle for work use, duly registered and with property damage insurance.

### ***Preferred criteria***

It would be preferred for applicants to have:

- demonstrated experience (including representation and advocacy) in Victim Services, Civil, Family or Criminal and Traffic 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 and communications, often in a busy phone advice context, 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.

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

**Closing Date:**            **Applications are open and will be reviewed progressively**

**Contact Person:** Enquiries about the roles should be emailed to Liz Simpson, Principal Solicitor, [liz.simpson@jsc.org.au](mailto:liz.simpson@jsc.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. **apply online** with your cover letter, resume and a document detailing how your skills and experience meet the essential and desirable criteria
3. **please address the essential criteria in full. Applications that do not address the essential criteria will not be considered.**



## Solicitor

- One-year parental leave contract, full time (35hpw)
- Bankstown office location
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- 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 passionate about social justice? Would you like to develop your skills in Victims Services and any of these combinations, Employment, Criminal, Traffic and Family Law, Civil (including credit and debt, consumer issues and Motor Vehicle Accident-property damage).

If so, we have the perfect position for you.

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### **About Justice Support Centre**

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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 solicitor with a minimum of 1-year PAE experience who has a commitment to social justice and interest or experience in two or more of our Focus Areas of law.

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.

Applicants must have a commitment to social justice and demonstrated ability to engage effectively with clients from culturally and linguistically diverse backgrounds.

**Closing Date:** applications will be reviewed progressively

**Contact Person:** enquiries about the role should be emailed to Liz Simpson,  
Principal Solicitor: [liz.simpson@jsc.org.au](mailto:liz.simpson@jsc.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. 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
- your current contact details

your resume should detail:

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

## **Attachment A Position Description**

<b>Position:</b>	Solicitor
<b>Status:</b>	1 year contract
<b>Accountability:</b>	Directly accountable to the Principal Solicitor and Assistant Principal Solicitor
<b>Focus Areas:</b>	Includes Victim Services and any combination of the following Family Law, Criminal, Traffic and Family Law, Civil (including employment, credit and debt, consumer issues and Motor Vehicle Accident-property damage)

### **PURPOSE OF POSITION**

- to provide Justice Support Centre (JSC) clients with timely, effective, high quality telephone legal advice, information and referral to other sources of legal and community assistance
- to provide JSC 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
- to participate in the Centre's law reform activities and projects as directed from time to time.

### **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 JSC's policies and procedures
- providing timely, high quality, accessible and effective telephone, and face to face legal advice to clients in accordance with JSC's policies and procedures
- providing timely, high quality and effective casework, advocacy, and representation to clients in accordance with JSC'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 JSC staff
- developing, reviewing, and maintaining plain language legal information resources for the community, community workers and other avenues of delivery JSC may employ from time to time.

## ***Focus Area of Law***

JSC is a Generalist Legal Centre and as such provides advice and casework services across 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 Victims Services and one to two Focus Areas to the extent determined from time to time by the Principal Solicitor out of Family Law, Criminal, Traffic and Family Law, Civil (including credit and debt, employment, consumer issues and Motor Vehicle Accident-property damage). This includes working with the Senior Solicitor in the relevant Focus Area by:

- assisting and working with the Senior Solicitor with the Centre's legal practice, programs and initiatives in the Focus Areas.
- facilitate community engagement, consultation and education initiatives with respect to Focus Areas
- represent JSC at and participate in relevant Focus Area networks
- build and maintain effective working relationships with stakeholders relevant to the Focus Areas
- keep up to date with legislation, practice and procedure and developments relevant to your position requirements from time to time.

## **GENERAL FUNCTIONS AND RESPONSIBILITIES**

- remain generally informed about policy and social issues affecting the community and the community sector in the Liverpool, Fairfield and Bankstown areas and the wider environment
- where appropriate, facilitate local responses to policy and social issues affecting the community and the community sector in the Liverpool, Fairfield and Bankstown 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 Liverpool, Fairfield and Bankstown, 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
- undertake your own practice's word processing and file management requirements
- at Justice Support Centre's discretion and to the degree stipulated by Justice Support Centre, you may be required, and you agree to operate in accordance with and perform your position within a fee for service context. Fee refers to payment by clients for legal services delivered by Justice Support Centre or delivered for or on behalf of Justice Support Centre

- Justice Support Centre conducts regular client services (for example, telephone advice sessions and outreach). You are required to structure your work schedule and attendance to ensure, as far as practicable, your availability to participate in these services when you are required to do so. This requirement includes the arrangement of court attendances and hearing dates
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## **ACCOUNTABILITY AND ADMINISTRATION**

- develop personal 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
- accept direction from and be responsible to the Principal Solicitor and Assistant Principal Solicitor.

## **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
- encourage and maintain an atmosphere of harmony in the workplace by promoting and observing ethical practices and professionalism.

## **DEFINITIONS**

- focus areas: includes Victim Services and one to two areas as determined by the Principal Solicitor out of Civil (including credit and debt, consumer issues and Motor Vehicle Accidents), Employment, Criminal, Traffic and Family Law.

## **ESSENTIAL & PREFERRED CRITERIA**

### ***Essential Criteria***

- current NSW Law Society practising certificate or eligible to obtain same prior to commencement of employment
- minimum 1 year's post-admission experience, 3 years highly desirable
- 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
- excellent written and verbal communication and interpersonal skills
- demonstrated understanding of and commitment to social justice issues and those experiencing economic, social, and cultural disadvantage and lack of access to legal services



- current driver licence and availability of own motor vehicle for work use, duly registered and with property damage insurance as outlined in the Contract of Employment.

***Preferred Criteria***

- demonstrated experience (including representation and advocacy) in Victim Services, Civil, Family, Criminal or Traffic 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 telephone legal information and advice to clients in plain language in a busy phone advice context
- demonstrated ability to design and deliver plain language legal based education & information workshops.