

Job Description

North & North West Community Legal Service Inc.

JUNIOR SOLICITOR

POSITION CONTEXT:

The North and North West Community Legal Service is a regionally based generalist legal service which strives to support the least advantaged members of our community, especially those who have difficulty accessing the legal system. With an office located in Armidale, our staff travel considerable distances on a regular basis to provide legal advice, Court appearance and other support throughout the New England and North West regions of NSW.

Our small, tight-knit team works to provide our local communities with assistance in such matters as:

- Family law issues (excluding property settlement matters)
- Criminal Law/AVO's (court liaison service at Armidale and Glen Innes Local Courts)
- Traffic offences
- Consumer Complaints
- Credit and Debt Issues
- Discrimination
- Employment Law
- Youth Issues
- Victims Support
- Wills, Powers of Attorney, and Enduring Guardianships
- Neighbourhood Disputes
- Domestic/Family Violence issues

HOURS:

The position is funded for 35 hours per week (between 9:00am- 1:00pm & 2:00pm – 5:00pm weekdays) Hours may vary for the purpose of circuit delivery.

SALARY:

Social, Community, Home Care and Disability Services Industry (SCHCADS)
Award- **Level 5.1- \$48.76/h**, annual salary **\$88,743.20** (plus 10.5% superannuation+17.5 % leave loading), salary sacrifice (up to \$26,623.00)

Position is subject to funding continuation.

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 North & North West Community Legal Service Inc at 215 Beardy Street, Armidale NSW 2350.

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 is required on a regular basis.

PURPOSE OF POSITION:

To deliver legal advice, casework, advocacy, 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 Junior 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, the provision of continuing legal education and advocacy. 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 through involvement in organisational management, planning, policy development and client 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.
- Monitoring and reporting, where applicable, any significant occurrences or trends emerging from servicing delivery casework.

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 (such as presenting “Law Matters” at the Armidale community radio station on a weekly basis)
- A structured community Legal Education program.
- Other services that may be developed.

Objective 3: 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 4: Networking and community liaison.

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

Objective 5: 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 6: 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 7: EEO and WHS.

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

SELECTION CRITERIA

- Hold, or be eligible to hold, a restricted Practising Certificate as a solicitor of the Supreme Court of NSW
- Demonstrated commitment to social justice
- Must have at least one-year post-admission experience, preferably in Family Law, Domestic and Sexual Violence, Civil, Employment, Criminal Law and Welfare Rights
- Demonstrated ability to conduct appropriate case and file management
- Knowledge, or ability to acquire such knowledge, of all relevant professional practice requirements (e.g. Professional Indemnity Insurance, Legal practice legislation) as they relate to the operations of the Legal Service
- Demonstrated ability to identify and understand issues affecting disadvantaged clients and communities' access to social justice
- Demonstrated ability to set priorities, organise and manage workloads
- Demonstrated excellent written and verbal communications skills
- Demonstrated ability to maintain records, seek out, gather and analyse existing information on all issues relevant to the position
- Capacity to work in a community-based team environment
- Capacity to work with clients with intellectual disabilities, clients from Indigenous and non-English speaking backgrounds and clients from other disadvantaged circumstances
- Knowledge of issues relating to service delivery in rural context/outreach work
- Demonstrated computer literacy, including word processing and Internet based research
- A current unencumbered NSW Driver License and be competent in driving for a long distance
- National Police Check or willingness to obtain one

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

Address applications, including **selection criteria, resume and cover letter** to the Principal Solicitor, at PO Box 857, Armidale NSW 2350 or by email to nnwcls@gmail.com. **Applications that do not address the selection criteria, will not be considered.**

For all inquiries or a copy of the job description please email nnwcls@gmail.com or call 6772 8100.

Closing date for applications: **5pm Friday 29 July 2022**