



## **Solicitor - Criminal/Traffic & Civil Law focus South West Sydney Community Legal Service**

- 2.5 year contract, part time position (21hpw)
- 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 \$114,000 plus super
- Flexible work conditions, salary packaging to increase take home pay, 5 weeks' annual leave plus leave loading, additional leave at Christmas

We are seeking a self-motivated, dynamic, and well-organised Solicitor with minimum 4 years demonstrated post admission casework and court advocacy experience in Criminal/Traffic Law and Civil Law ('Focus Areas'). Your excellent and flexible interpersonal and communication skills will be utilised to effectively engage with clients and stakeholders from a broad cultural background.

### **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 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. Ideally, you will be able to commence employment by 6 April 2023.

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

**Closing Date:** 9am, Monday 6<sup>th</sup> March 2023

**Contact Person:** Enquiries about the role should be emailed to Alison Shave,  
[alison@justicesupportcentre.org.au](mailto:alison@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 [alison@justicesupportcentre.org.au](mailto:alison@justicesupportcentre.org.au)
3. **You must address the essential criteria in full. Applications that do not address the essential criteria will not be considered.**



## **Solicitor – Criminal/Traffic & Civil Law focus South West Sydney Community Legal Service**

Dear Applicant,

Thank you for your interest in the Solicitor – Criminal/Traffic & Civil Law focus 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.

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### **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. Ideally, you will be able to commence employment by 6 April 2023.

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 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 [alison@justicesupportcentre.org.au](mailto:alison@justicesupportcentre.org.au).

**CLOSING DATE:** 9am, Monday 6<sup>th</sup> March 2023

**CONTACT PERSON:** Enquiries about the role should be emailed to Alison Shave, [alison@justicesupportcentre.org.au](mailto:alison@justicesupportcentre.org.au)

Yours sincerely,

Peter Multari  
Principal Solicitor

## POSITION DESCRIPTION

<b>Position:</b>	Generalist Solicitor – Criminal/Traffic Law and Civil Law emphasis
<b>Status:</b>	2.5-year contract (part-time, 21hpw)
<b>Accountable:</b>	Assistant Principal Solicitor of the Legal Program and be ultimately accountable to the Principal Solicitor or any other person directed by Justice Support Centre from time to time
<b>Location:</b>	Bankstown and South West Sydney local courts

### A. PURPOSE OF POSITION

1. 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;
2. To provide Justice Support Centre clients with timely, effective, high quality legal assistance and representation;
3. To provide the community and community workers with accurate and effective legal information through legal seminars, training, resources and guidance; and
4. 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

5. Provide high quality legal advice, information and casework to clients by:
  - a. 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;
  - b. 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;
  - c. Providing timely, high quality and effective casework, advocacy and representation to clients in accordance with Justice Support Centre's policies and procedures;
  - d. Planning, developing and delivering community legal education to the community and community workers on legal issues and developments and responding to identified training needs;
  - e. Monitoring legal, procedural and media developments and providing briefings and updates to relevant Justice Support Centre staff; and
  - f. 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.

#### Criminal/Traffic Law and Civil Law Emphasis

6. 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 areas of Criminal/Traffic Law & Civil Law (Focus Areas) to the extent determined from time to time by the Principal Solicitor;

7. 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;
8. Facilitate community engagement, consultation and education initiatives with respect to the Focus Areas;
9. Represent Justice Support Centre at and participate in relevant Focus Areas networks;
10. Build and maintain effective working relationships with stakeholders relevant to the Focus Areas; and
11. 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**

12. 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;
13. 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;
14. 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;
15. Assist in the compilation and production of the Centre's publications;
16. Adhere to and work within codes of practice relevant to the legal profession;
17. 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;
18. Maintain an up to date working knowledge of the law and practice and procedure and professional requirements and obligations relevant to the position;
19. Maintain a working familiarity with office equipment required within the position;
20. Attend and participate actively in meetings, staff appraisals and Centre planning activities, including planning days, as required; and
21. Undertake your own practice's word processing and file management requirements.

#### **D. ACCOUNTABILITY AND ADMINISTRATION**

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

#### **E. COMMON TEAM FUNCTIONS AND RESPONSIBILITIES**

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

#### **ESSENTIAL CRITERIA**

1. Current NSW Law Society practising certificate or eligible to obtain same prior to commencement of employment;
2. Demonstrated advanced litigation and related court advocacy experience in the Focus Areas of law;
3. Demonstrated ability to deliver timely, effective, high quality casework, advocacy and representation to clients of various socio-economic backgrounds in the Focus Areas of law;
4. Demonstrated ability to efficiently deliver, effective, high quality telephone legal information and advice to clients in plain language in a busy phone advice context;
5. Demonstrated advanced experience representing clients in the Local Court, NCAT and desirably, the District Court, and various dispute resolution bodies relevant to the Focus Areas;
6. Demonstrated ability to design and deliver plain language legal based education & information workshops;
7. Demonstrated ability to work as part of a multi-disciplinary team;
8. Very good computer literacy, in particular word processing and the efficient preparation of your own correspondence and file management;
9. Excellent and flexible written and verbal communication and interpersonal skills;
10. Demonstrated understanding of and commitment to social justice issues and those experiencing economic, social and cultural disadvantage and lack of access to legal services; and

11. 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.