**Macarthur Legal Centre**

Macarthur Legal Centre is a not-for-profit Community Legal Centre (CLC), based in Campbelltown (NSW), which provides free legal advice, referrals and assistance to people living in our catchment (which currently includes the Macarthur region and various LGA’s in regional NSW).  We firmly believe that professional legal services should be available to ALL members of our community, regardless of social, cultural, or economic background. We work collaboratively with our internal specialist domestic violence, tenancy, youth, and Aboriginal workers to provide vulnerable clients with wrap-around legal and non-legal support services. In addition to our client-focused services, we also work to increase awareness of everyday legal/social issues, via community education, and use our coal-face experience to help inform positive legal/policy reforms in our main areas of practice.

**Assistant Principal Solicitor (APS)**

We are looking for an assistant principal solicitor (APS) help manage MLC’s legal team, which currently includes a generalist legal service, Aboriginal Legal Assistance Program (ALAP), Children’s Court Assistance Service (CCAS) and DFV Financial Counselling Service. The position is **fulltime** (70 hours per fortnight), with remuneration of up to $130,000 plus super and Public Benevolent Benefits (Salary Sacrificing). This position is **currently funded until 30 June 2025**, with the position also otherwise subject to availability of funding.

The primary functions of the **Assistant Principal Solicitor** are:

* Providing day-to-day supervision of MLC’s legal team, including staff supervision, checking advice, task and casework; settling solicitor correspondence/court documents/wills; approving timesheets, leave requests, kilometre claims, training requests etc.; new staff induction; resolution of conflict issues; work allocations etc. under supervision of PS.
* Ensuring MLC compliance with CLC Risk Management Guide and relevant legal/ethical practice standards.
* Staff training/mentoring, including training and supervision of new solicitors.
* Effectively dealing with day-to-day workplace issues, as they arise (e.g., client/staff complaints, office admin/WHS issues etc.).
* Management of MLC’s community legal education (CLE) program (i.e., promotion, preparation/settling of CLE materials, rostering CLE delivery, delivery of CLE materials etc.), under supervision of PS.
* Management of MLC’s law reform program (including planning projects, preparation/settling of submissions etc.) under supervision of PS.
* Acting as principal when principal solicitor is on leave or otherwise unavailable.
* Day-to-day supervision of other non-legal services, as required, including our Aboriginal Legal Assistance Service (ALAP), Children’s Court Assistance Service (CCAS), DFV Financial Counselling service, western region service etc.
* Other management delegations, as required.
* Attend internal/external meetings, events, networking activities, as required.
* Work effectively as a part of the broader MLC management team.
* Generalist Solicitor Duties:
  + Provide generalist legal information, advice, referrals, task, and casework assistance to clients in MLC’s entire catchment.
  + Provide MLC services at targeted partner service locations throughout our catchment area. This will include actual travel to these locations, potential overnight stays etc. as required. MLC to pay accommodation, travel, food and incidental expenses for travel periods.
  + Deliver above services via a variety of modes, including phone, email, mail, face-to-face, and/or AVL.

**Selection Criteria**

**Applicants must meet the following requirements:**

1. Tertiary qualifications in law, admission as NSW Legal Practitioner, completion of recognized practice management course and current ‘Unrestricted – Principal’ Practicing Certificate issued by NSW Law Society (or ability to obtain **prior** to commencement).
2. Demonstrated ability to effectively lead and manage a diverse, multidisciplinary team which includes legal and non-legal staff, in collaboration with the principal solicitor, executive officer and broader MLC management team.
3. Demonstrated high level understanding of legal practice standards and ability to ensure compliance with all appropriate standards.
4. **At least** 5 years’ post-admission experience in a range of legal areas commonly practiced in community legal centres (e.g., family law, civil disputes, consumer complaints, employment law, discrimination, minor traffic offences, wills and estates, administrative law etc.). With demonstrated ability to supervise work in **all** generalist areas of law practised at MCL.
5. Ability to independently undertake a personal caseload of generalist legal casework, including advice, task and casework across all MLC’s areas of practice.
6. Ability to plan, develop and deliver community legal education and law reform materials covering MLC’s core areas of practice.
7. Demonstrated high level oral and written communication skills, including professional legal drafting skills and ability to edit/correct the work of others etc. and ability to work in a digital work environment.
8. Demonstrated high level interpersonal skills, including ability to effectively work as a member of a team, motivate others, build relationships, effectively network, resolve conflicts, and consistently act with honesty and integrity.
9. High level organization and time management skills.
10. High level strategic planning and management skills.
11. Ability to prepare reports to funders and MLC’s Board, if required.
12. Willingness and ability to travel throughout MLC’s current catchment area, as required. Including travel to the following LGAs: Campbelltown, Camden, Wingecarribee, Wollondilly, Goulburn-Mulwaree, Yass Valley, Upper Lachlan Shire, Balranald, Bland, Carrathol, Coolamon, Cootmundra-Gundagai, Cowra, Griffith, Hay, Hilltops, Junee, Leeton, Narranderra, Temora, Weddin and Snowy Valleys & Wentworth.
13. Demonstrated understanding of the role and functioning of Community Legal Centres.
14. Demonstrated understanding of and commitment to social justice issues and those experiencing economic, social, and cultural disadvantage and lack of access to legal services.
15. Demonstrated understanding of cross-cultural factors across a broad range of social issues.
16. Awareness of issues facing women who deal with domestic and family violence issues and an empathy in dealing with this client group on the phone and face-to-face.
17. Understanding of issues facing Aboriginal and Torres Strait Islander people and ability to work effectively with this client group.
18. Demonstrated ability to comply with MLC COVID-19 vaccination policy, and willingness to comply with MLC vaccination policies and/or policies of partner services, as they may apply from time-to-time.
19. Driver’s licence, and access to vehicle with comprehensive insurance cover, for work travel purposes.

**Applications**

If you’re interested in applying, please send us your resume, and a cover letter addressing the required selection criteria. Applications and questions should be sent to recruitment@hrfocus.com.au. Please use reference **‘Assistant Principal Solicitor’** as your subject heading. Further information about our services can be found at [www.maclegal.net.au](http://www.maclegal.net.au).