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## POSITION DESCRIPTION

# Law Reform Solicitor/Clinical Supervisor

Position Level	6/7
Faculty/Division	UNSW Law & Justice
Position Number	ADMIN ONLY
Original document creation	November 2021

### Position Summary

The Solicitor/Clinical Supervisor will coordinate and participate in the law reform and policy work of the Centre. They will also provide advice, casework and community legal education in areas of law relevant to our service and will work in a community development model inclusive of staff's advice nights, outreaches and our Health Justice Partnership at Prince of Wales Hospital. This position works closely with UNSW Sydney law students teaching them in a best practice clinical legal education model.

The role of Law Reform Solicitor/Clinical Supervisor reports to the Director and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

#### Level 6

- Coordinate and participate in law reform and policy work undertaken by the Centre including the development of strategic law reform campaigns and submission writing as well as coordinating and participating and contributing to policy work of the sector in areas of expertise
- Provide generalist legal advice and conduct casework in conjunction with the other lawyers employed at the Centre in accordance with the Centre's policies and across the range of the Centre's advice and casework guidelines;
- Responsible for supervising one of the Centre's advice nights per week and participate in the Centre's community outreaches, Health Justice Partnership and the Employment Rights Legal Service.

- Participate in delivering quality clinical legal education to UNSW Law students including by; supervising student participation in advice, casework; undertaking student assessment; sharing the teaching of classes; and supervising and developing student projects;
- Participate in the Centre's social and digital media program and external communications;
- Assist in the general day to day administration of the Centre, including assisting other staff members during periods of leave;
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others, including undertaking and maintaining all required vaccinations and police checks required to work in a health setting.

#### Level 7 (in addition to the above)

- Develop and run new classes for students which incorporate active learning;
- Identify and implement Access and Equity strategies in respect of the Centre's students and clients
- Conduct more complex casework in line with Centre policies;
- Identify and develop proactive law reform strategies based on identifying casework trends and areas requiring reform;
- Develop and coordinate sector wide law reform responses, including the management of a range of stakeholders, including submission writing, international human rights reporting and law reform reports;
- Supervise other staff members at the Centre in accordance with the Centre's risk management policies;
- Collaborate on projects with clinical legal educators from other universities;

## **Skills and Experience**

### Level 6

- Eligible to practise as a solicitor New South Wales;
- Demonstrated experience in providing legal advice and casework, in an area relevant to the Centre's practice
- An ability to undertake policy and law reform work in areas relevant to the Centre's practice;
- An ability to undertake social and digital media and communications work
- Excellent oral and written communication skills including an ability to communicate effectively with people from diverse backgrounds;
- An ability to supervise students or volunteers, in accordance with risk management practices;
- An ability to provide legal assistance to disadvantaged clients, including Aboriginal and Torres Strait Islander people, people with a disability and people from culturally and linguistically diverse communities;
- A demonstrated commitment to social justice and knowledge of the legal assistance sector;

- Knowledge of health and safety responsibilities a commitment to attending relevant health and safety training, including undertaking and maintaining all relevant health and police check required to work in a hospital environment.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training, including undertaking and maintaining all relevant health and police check required to work in a hospital environment.

#### Level 7 (in addition to the above)

- Extensive experience in policy work and in developing law reform and policy programs, including experience co-ordinating joint or collaborative responses
- Extensive experience acting as a nominated person or supervising solicitor;
- Extensive experience in complex advice and casework
- Extensive experience working in a community legal centre, or legal aid environment;
- Experience in working in tertiary education or clinical legal education and an ability to develop and deliver new classes and courses.

### **Pre-Employment Checks**

- Verification of Qualifications
- Working with Children Check
- Criminal Record Check

#### **About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.