

RACS Supervising Senior Solicitor Position Description

The Refugee Advice Casework Service (RACS) seeks a dedicated person to join its team of committed human rights lawyers as a Supervising Senior Solicitor. You must be an admitted solicitor, with more than 5 years post qualification experience and extensive experience supporting people seeking asylum and refugees. The position is a permanent full-time role.

The remuneration package for the position is at the SCHADS Award rate Level 7, pro rata as per experience level, per annum, plus superannuation contribution and loadings. Salary packaging is available.

Note that as a Supervising Senior Solicitor you will be required to travel throughout NSW as your place of work will alternate between RACS' offices, Departmental locations and Tribunals, as well as our outreach locations and detention centres. Due to COVID-19 safe work requirements you may be required to work from home as advised. Please note, various locations where RACS team members work require full COVID-19 vaccinations as per ATAGI advice here.

RACS is committed to working together to achieve a more inclusive community. Our workplace strives to be one that embraces and celebrates diversity and the wide range of skills, expertise and experience we can all bring to strengthen our dynamic, collaborative and responsive environment. RACS encourages people from all backgrounds to apply, particularly those that identify as part of LGBTIQ+ community, as well as Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, and people with disabilities. RACS strongly welcomes applications from those with the lived expertise of displacement & seeking asylum, including those on temporary visas with permission to work.

A requirement of this appointment will be an ability to provide full-time onsite supervision at our offices and outreach locations.

Application Procedure:

To apply, send your cover letter addressing the selection criteria in full and a CV to Kerrith Sowden at reception@racs.org.au. Applications will close on 9am, Monday 13th November 2023. Interviews will be held in the fortnight following with a view to commence at RACS as soon as practicably as negotiated.

About RACS

The Refugee Advice and Casework Service (RACS) is one of Australia's oldest and most successful dedicated community legal centres with a vision of justice and dignity for refugees and a world where those who seek Australia's protection are able to live their lives with dignity, security, family unity and freedom.

RACS provides free, dedicated legal services for people seeking asylum and refugees. Through individual advice sessions, community education and public advocacy, RACS strives to ensure that individuals and families, at risk of persecution or other forms of significant harm, gain access to equal and fair representation before the law, and are granted protection by Australia, and opportunities to seek family unity, in accordance with Australia's international obligations.

Our Mission: To achieve justice and dignity for and with refugees through the provision of dedicated legal services and advocacy

Values: Respect – Integrity – Compassion – Fairness – Empowerment – Perseverance

Our work is premised on a commitment to fundamental human rights, human dignity and international protection. RACS demonstrates this commitment through its independent, impartial and professional advice; the integrity of its staff and volunteers; its belief in continuous learning, including through partnerships with other organisations; and the fair and flexible conditions it provides for staff and volunteers.

RACS Supervising Senior Solicitor Role

The primary role of the RACS Supervising Senior Solicitor is to provide and supervise legal assistance to people seeking asylum and refugees in an immigration setting. The position reports to a RACS Principal Solicitor & Centre Director. It also requires providing assistance to the Centre Director by sharing the responsibility for training, policy work, outreach, volunteer coordination and external engagements.

The Supervising Senior Solicitor will carry out their duties in accordance with RACS policy and funding guidelines. The successful applicant will be working at RACS' main Randwick office, but will be expected to regularly travel to our outreach locations, to external meetings, detention centres and other locations as reasonably required.

RACS seeks a solicitor that holds, or is eligible to hold, a NSW legal practicing certificate with more than 5 years legal experience/PQE and/or at least 4 years refugee, migration or other relevant advocacy experience.

The applicant must be no longer subject to condition 2 on their practicing certificate.

The applicant must also have completed or eligible to complete a Practice Management Course as soon as reasonably practicable.

The RACS working environment can be high volume and the successful applicant must be skilled in managing time and priorities.

A RACS Supervising Senior Solicitor is expected to:

- Share in the leadership of RACS to ensure RACS advances its strategic mission in achieving justice and dignity for and with refugees through the provision of dedicated legal services and advocacy.
- Provide casework, limited assistance and advice as required in accordance with RACS' Casework Guidelines to people seeking asylum and refugees. This can include advising and representing clients at Departmental, Immigration Assessment Authority and Administrative Appeals Tribunal and Judicial Review level.
- Identify and appropriately respond to the cultural needs or particular vulnerabilities of RACS' clients in providing legal work.
- Manage a large volume of client data and documentation in line with legal requirements. This includes maintaining files effectively and in accordance with RACS' file management policies and in accordance with the Risk Management Guide.
- Meet the reporting requirements of the Centre Director.
- Attend external supervision and/or debriefing as arranged.
- Be alert to the danger of burnout, monitor your workload and be pro-active in self-care for yourself and your team.
- Participate in and facilitate RACS' training and education programs as required to maintain appropriate skills that will enable provision of high quality and professional migration assistance. This includes completing and maintaining records of MCLE/ CPD points completed.
- Contribute to RACS' policy work, including assisting prepare submissions to public inquiries.
- Consult with the Principal Solicitor if at any time you are unsure about an aspect of best practice on a client's case.
- Support, supervise, mentor & lead RACS solicitors, volunteers and RACS Practical Legal Training students in the provision of services, which includes overseeing and supervising external (solicitor) volunteers in performing these tasks.
- Assist with the supervision of RACS Practice as determined by the Principal Solicitor, such as supervising other RACS lawyers and volunteers, advice and file checking, file closures and training delivery.
- Communicate with a wide range of stakeholders in a confident and a respectful manner including media as required.
- Project manage specific legal projects and draft donor reports as relevant to your area of RACS engagement.
- Be a contributing and supporting member of the RACS team, acting in accordance with RACS values in all conduct.
- Undertake administrative tasks as required in a small team.
- Perform other duties as reasonably required.

SELECTION CRITERIA

Essential

- Extensive experience in providing legal assistance to people that are seeking asylum, stateless or displaced.
- Extensive Experience advocating for clients in a Court or Tribunal based setting.
- Experience in mentoring and supervising a legal team in the delivery of immigration services.
- Experience leading projects or client service programs. Including the ability to deliver such project reports and evaluation with a particular focus on funding acquittals.
- Experience in effectively representing or ability to represent RACS at external events and with external stakeholders, in line with RACS values and strategic goals.
- Dedication to the advancement of rights for our refugee, stateless and displaced communities.

Desired

- Experience leading policy, advocacy or campaign based projects.
- Experience in media engagement.
- Language skills other than English will be treated favourably.
- Lived expertise is highly valued.