



Make
it matter.

POSITION DESCRIPTION

Solicitor/Clinical Supervisor

Position Level	6/7
Faculty/Division	Law
Position Number	ADMIN ONLY
Original document creation	MAY 2024

Position Summary

The Solicitor/Clinical Supervisor will provide advice, casework and community legal education in areas of law relevant to our service including employment, discrimination, criminal, family and generalist law. The solicitor/clinical supervisor staffs 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. Funding for this position is for one year.

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

Accountabilities

Specific accountabilities for this role include:

Level 6

- Provide legal advice and conduct casework in accordance with the Centre's policies.
- Staff and attend the Centre's community outreaches, including our Health Justice Project, community events and home visits as required.
- Participate in delivering quality clinical legal education to UNSW Law students including by, supervising student participation in advice, casework and administrative duties.
- Supervise on advice nights on a weekly basis, as required.
- Develop and deliver community legal education workshops and resources on relevant areas of law.
- Contribute to the Centre's law reform activities.
- 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.

Level 7 (In addition to the above)

- Conduct complex casework and litigation with minimal supervision.
- Develop and deliver new and innovative CLE workshops on relevant areas of law and assist in the planning of the Centre's CLE activities, including the development of resources and community development work.
- Contribute and develop law reform work, including submission and report writing with human rights focus on the Centre's areas of specialisation and legal issues faced by KLC's community.
- Provide legal supervision to other solicitors as an experienced member of the legal team, including taking responsibility as a nominated person.
- Develop innovative clinical legal education opportunities for students at the Centre.

Skills and Experience

Level 6

- Eligible to practise as a solicitor New South Wales.
- An ability to undertake legal work in a range of areas such as civil, criminal family, administrative, employment or discrimination.
- Excellent oral and written communication skills, including experience working with people from diverse backgrounds including Aboriginal and Torres Strait Islander people, people with a disability and people from culturally and linguistically diverse communities.
- An understanding and commitment to holistic legal service delivery for people with complex legal needs.
- An ability to develop and deliver community legal education to a wide range of audiences.
- 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.

Level 7 (In addition to the above)

- Extensive experience in advice and casework, in particular in the areas of law relevant to KLC's practice.
- Extensive experience in delivering CLE events across all stakeholders using the latest technology and developing new CLE strategies in response to legal need.
- Demonstrated experience in law reform work, including submission and report writing.
- Proven experience providing legal supervision to solicitors, volunteers and students

Pre-Employment Checks

- Verification of Qualifications
- Working with Children Check
- Criminal Record Check
- Vaccinations as required to attend our Health Justice Partnership.

|

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.