

POSITION DESCRIPTION

Title:	Solicitor (Gladstone)
Position Status:	Permanent, Full Time
Location:	Gladstone
Position Level:	5/6
Budget Accountabilities:	Nil
Position Supervisor:	Principal Solicitor/CEO
Number of Positions Supervised:	Directly: 0 Indirectly: 0

Position Purpose

Provide support to the general legal operations to enhance the quality, consistency and scope of legal services to better meet the needs of existing and prospective clients.

As an employee of the Central Queensland Community Legal Centre Inc you will be expected to reflect and promote the organisation by:

- Embodying the CQCLC's Objectives and Strategies.
- Demonstrating commitment to developing strong relationships and partnerships with the stakeholders to reach mutually beneficial outcomes.
- Being fair, respectful and engaging with all stakeholders without discrimination.
- Focusing on goals and outcomes and advocating continuous improvement.
- Promoting openness and consistency in processes and decision-making.
- Whilst the position is based in Gladstone, travel within the operational areas of the Central Queensland is a requirement.

Key Responsibilities

- Providing direct client services including legal advice, ongoing casework and representation, information and referrals.
- Responsible for case management, maintaining confidentiality of client files and documentation.
- Identifying, developing, organising and delivering quality community education work, awareness raising, networking and promotional work.
- To maintain knowledge of current legislation and cases, to ensure sound and accurate advice is provided to clients.
- Liaise with the Principal Solicitor/CEO providing regular updates and recommendations in relation to advice clinics and case files.

Personal Qualities

- Displays integrity, openness and sound judgement and is committed to ethical behaviour.

- Displays a commitment to quality customer service and models high standards of service delivery to clients and stakeholders.
- Takes personal responsibility for actions and consequences.
- Values diversity of people from different backgrounds and treats others fairly and equitably.
- Values professionalism and displays a strong commitment to confidentiality.
- Respectful towards others and displays honest and integrity at all times.
- Self-aware of own actions and consequences and adjusts to situations accordingly.
- Possess a positive attitude and is committed to team work in order to maintain a supportive and collaborative work environment.
- Well developed interpersonal and communication skills.

Key Skills & Experience

1. Admitted to practice as a solicitor in the state of Queensland with a minimum of 2 years PAE.
2. Ability to undertake community development activities including community legal education.
3. Demonstrated knowledge of or demonstrated ability to rapidly acquire knowledge of, a broad range of legal processes and legislation.
4. Demonstrated knowledge or demonstrated ability to provide leadership to a specialist unit within the legal staff structure.
5. Demonstrated ability to plan and manage time, meet deadlines and resolve problems with minimal supervision.

Other relevant requirements

- Current Queensland driver's license.
- Blue Card (Working with children check)
- Criminal History Check