



## JOB DESCRIPTION

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| Position Title     | <b>Principal Solicitor</b>   |
| Award:             | Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS)             |
| Job Status         | 35 hours (5 days) per week (or as otherwise negotiated)  |
| Working Hours/Days | 9.00am – 5.00pm (or as otherwise negotiated)   |
| Location           | Wyong, NSW   |
| Salary             | As per SCHADS Award Grade 7-8  |
| Conditions         | Full Time/Permanent  |
| Reports to         | Executive Officer  |
| Line Reports       | Senior Solicitor<br>Aboriginal Access Worker<br>Children's Court Assistance Scheme Coordinator |

### OVERVIEW

Central Coast Community Legal Centre (Central Coast CLC) is a not-for-profit community organisation which is based in Wyong on the NSW Central Coast. The Central Coast CLC seeks to provide free, accessible, and non-judgmental legal services to people living, working, or studying on the NSW Central Coast.

## **POSITION OVERVIEW:**

The Principal Solicitor is a key member of the senior leadership team at Central Coast Community Legal Centre (Central Coast CLC). This role is responsible for the strategic and day-to-day management of the legal practice. This includes supervision and professional development of the legal team, oversight of legal risk and compliance, and ensuring the delivery of high-quality, safe, trauma-informed, and culturally capable legal services.

The Principal Solicitor works closely with the Executive Officer to ensure that legal services align with the Centre's strategic goals, meet professional obligations, and respond to the needs of the Central Coast community.

## **KEY RESPONSIBILITIES:**

### **1. Legal Practice Management and Risk**

- Maintain responsibility for the legal practice in accordance with PII requirements, Legal Profession Uniform Laws, trust accounting, and other regulatory obligations.
- Act as the Centre's PII Responsible Person, ensuring compliance with Community Legal Centres Australia's Risk Management Guide.
- Develop, review, and implement legal practice policies and procedures to support high-quality, safe, and ethical service delivery.
- Identify and manage legal risk, including emerging practice issues, systemic risks, and matters impacting professional indemnity insurance.
- Oversee and ensure effective use of legal practice management systems (e.g. Actionstep) to support compliance, supervision, and service delivery.

### **2. Compliance and Contractual Accountability**

- Ensure compliance with legal practice standards, audits, certification requirements, and funding body expectations.
- Oversee contractual obligations related to legal service delivery, including reporting, performance targets, and documentation.

### **3. Legal Team Leadership and Supervision**

- Lead and support solicitors and legal staff through structured supervision, mentoring, CPD planning, and file reviews.
- Build a high-trust, high-performance team culture through clear expectations, feedback, and professional support.
- Ensure effective systems are in place to support legal staff wellbeing and professional conduct.

### **4. Volunteer and Student Supervision**

- Supervise and support legal volunteers, including PLT students, undergraduate law students, and volunteer solicitors.

- Ensure volunteers are appropriately inducted, supervised, and supported to contribute safely and meaningfully to the Centre's work.

#### **5. Legal Service Planning and Development**

- Lead the design and delivery of legal services that are trauma-informed, culturally safe, and responsive to client needs.
- Use data, trends, and legal team feedback to inform service planning and continuous improvement.
- Work with the CEO and leadership team to align legal services with organisational strategy and community legal need.

#### **6. Legal Advice and Casework (as required)**

- Maintain a manageable caseload of complex legal matters aligned with organisational priorities and areas of expertise.
- Provide secondary consults, oversight, and legal backup to solicitors where needed.
- Model and uphold best practice standards in legal service delivery.

#### **7. Cultural Capability and Inclusive Practice**

- Model and lead trauma-informed practice and Aboriginal cultural capability in all aspects of the legal practice.
- Promote culturally safe, inclusive, and respectful services for all clients and staff, especially those affected by discrimination, marginalisation, or trauma.

#### **8. Stakeholder Engagement and Law Reform**

- Build and maintain relationships with funding bodies, legal assistance sector partners, and community organisations.
- Work in partnership with the EO to strengthen relationships with Aboriginal Community Controlled Organisations.
- Lead the Centre's participation in law reform and systemic advocacy, ensuring legal work contributes to broader change.

### **SELECTION CRITERIA**

1. Hold (or be eligible to hold) a principal practising certificate in NSW.
2. Significant and relevant post-admission experience, with the depth and breadth to lead a community legal practice in areas such as family law, domestic and family violence, minor criminal (e.g. traffic), or civil law.
3. Demonstrated experience in leading a legal team, including service planning, program development, and supervision.
4. Strong understanding of legal practice risk and compliance, including the use of practice management systems (e.g. Actionstep), and the ability to quickly develop knowledge of sector-specific requirements.

5. Demonstrated commitment to social justice, grounded in Aboriginal cultural capability and trauma-informed practice, or a strong commitment to develop this practice.
6. Demonstrated ability to lead a diverse team in an inclusive workplace.
7. Proven ability to build and maintain stakeholder relationships, including with funding bodies, legal networks, and Aboriginal Community Controlled Organisations.
8. Experience contributing to law reform or systemic legal advocacy.
9. High-level interpersonal and communication skills.
10. Willingness and ability to travel across the Central Coast, and occasionally to Sydney and Newcastle.