



## Position Description

<b>Position Title</b>	Senior Generalist Solicitor
<b>Directorate</b>	Community and Wellbeing Services
<b>Reports to</b>	Principal Solicitor and Manager Community Legal Centre NSW
<b>Date of Job Description</b>	10/09/2025
<b>Conditions</b>	Conditions of employment are documented in the Mallee family Care Enterprise Agreement 2012
<b>Employment Status</b>	Full-Time Fixed Term Contract
<b>Salary</b>	This position is classified as Band 6 – Specialist Staff, with a salary range of \$91,913 - \$109,249, dependent on qualifications and experience, plus superannuation and the ability to salary package up to \$15,834 tax free, pro-rata
<b>Hours of Work</b>	This is a full time position. Work outside normal office hours may be required.

### Position Objectives

The Mallee Family Care Community Legal Centre is seeking an experienced Senior Generalist Solicitor to join their dynamic Legal Team focusing on access to justice issues, social justice and human rights. The MFCCLC serves the Northern and Southern Mallee of Victoria, South West New South Wales and Far West NSW.

The MFCCLC Far West NSW program offers a range of services such as generalist, family law and/or family/domestic violence, outreach and duty lawyer services at the Broken Hill Local Court and Wilcannia court for minor traffic, tenancy matters and Domestic Violence orders. To do this the service provides free legal information, advice and casework to residents of Broken Hill, the Central Darling Shire, and Unincorporated Far West NSW area.

The MFCCLC Far West service is based in Broken Hill and provides outreach to Wilcannia, Menindee, Ivanhoe, Tibooburra and White Cliffs.

The Senior Generalist Solicitor is part of the wider MFCCLC team located across sites in the Mallee (Vic and NSW) and Far West NSW, including remote workers. This role will work with those most vulnerable in the community. To be responsive to community legal needs, staff are required to be on site in Broken Hill for face-to-face service delivery. The MFCCLC also provides community legal education and engages in law reform activities to address postcode injustice and access to legal services as a human right.

The Community Legal Centre (CLC) team consists of legal and non-legal staff and is part of the 'Community Mental Health and Wellbeing Services' Directorate within Mallee Family Care, all working together to provide supportive programs for our community.

Key Responsibilities & Duties	Performance Expectations
To provide a high quality, free and accessible legal services in the Far West region which will empower and support communities in the resolution of legal problems and stimulate a clearer understanding of the legal system.	Participate in the Legal Service roster of client call-backs and appointments, providing free legal advice and/or assistance as directed by the Manager who coordinates service delivery. To provide leadership while working together within the team, including non-legal team members, to ensure vulnerable and disadvantaged clients receive legal information and advice and are linked to other services where necessary. Deliver high quality legal services in line with the program's formal casework guidelines and as directed by the Principal Solicitor who oversees the legal practice requirements. Provide a Duty Lawyer service for court, as determined by the Principal Solicitor and rostered by the Manager. As part of the wider MFCCLC team this role may also assist with other communities' legal needs and as such work at other sites as negotiated.
To use community legal education to give the people of Far West NSW a better understanding of the role of the MFCCLC and of the legal issues that are important to them.	Develop and deliver (jointly) legal education sessions as required for making the law 'accessible'. Identifying legal issues from casework practice is integral to providing relevant education sessions for community. Work closely with the Principal Solicitor and Manager to identify topic/matter areas and deliver sessions.
To promote and deliver the Mallee Family Care Community Legal Centre (MFCCLC) to the isolated and remote areas of the region.	Attend outreach locations regularly to provide legal services and continue to develop community networks for the service to remain up to date with legal issues and extend its reach.
Ensure case practice and compliance with professional and ethical standards in accordance	Casework file maintenance in line with program standards, casework guidelines and program manual requirements as

with the provisions of the Legal Profession Uniform Law as amended.	monitored by the Principal Solicitor. The Principal Solicitor and Manager liaise closely across the CLC teams to ensure the service is compliant with NAS Accreditation standards as overseen by the Executive General Manager. Ensure compliance with practising certificate requirements, including CPD points are met.
Provide legal advice and case work including face-to-face client appointments, online and telephone call-back appointments as per the policies and guidelines of the MFCCLC.	Meet client targets as per the Funded Service Agreement from Legal Aid NSW and in line with Risk Management Guidelines from CLC Australia and direction from CLCNSW. Maintain accurate and timely client service records to support reporting as monitored by the Principal Solicitor, Manager and Executive General Manager.
Collect data and prepare reports in accordance with the requirements of Mallee Family Care and the program funding body, using the MFCCLC Policy, Procedures and Service Standards Manual.	Data collection and maintenance of client advices and client files as per program requirements and database needs. Provide case studies for reporting as requested. Data is completed in a timely manner with typed file notes. All data in line with the National Legal Assistance Data Standards Manual as per the NAJP Agreement and as directed by the Principal Solicitor, Manager and Executive General Manager.
Work as a team member in a community-based organisation and to exercise high levels of independence and autonomy.	Attend team meetings and casework meetings. Present to the team shared learnings from any professional development attended. Document any community events attended or projects undertaken as per Manager direction.
Provide input into service user feedback processes and regular program evaluation feedback.	Ensure all clients are given the opportunity to provide feedback and follow the outcomes measurement processes as directed by Manager and assist the Administration Officer to send these by text/email/post. To ensure quality management principles as per standards and program manual requirements.
Participate and contribute to relevant aspects of policy development in line with funding reporting requirements and CLC Standards, including audit requirements.	ISO audits (internal and external) as a program of MFC (compulsory). Attend, participate and contribute to CLC Australia National Accreditation Standards audits, and to CLCNSW and Legal Aid NSW reviews.

	Participate in annual cross checks as directed by the Principal Solicitor.
To prepare written reports when required.	As directed by the Manager or Executive General Manager contribute to reporting. Special projects may be undertaken as identified and directed.
Participate in relevant training and workshops.	As per performance review. Participate in relevant training for the position.
To participate in supervision.	As per Mallee Family Care Supervision Policy.
To be compliant with MFC E Learning courses.	Completing compulsory allocated courses each quarter.
To undertake other duties as may reasonably be required.	Undertaking other duties required by your Line Manager.

**Qualifications and Experience:**

- At least (3) three years' experience with an unrestricted Practising Certificate and be admitted (or be eligible to be admitted) as a legal practitioner in New South Wales.
- A commitment to social justice principles and a demonstrated capacity to provide legal services to disadvantaged individuals in a community legal environment.
- Experience in mentoring legal practitioners and fostering a collaborative team environment.
- A current driver's licence and a willingness to travel and preparedness to be accommodated overnight when required.

**Key Selection Criteria:**

Applicants are invited to submit their application addressing the following selection criteria:

- Strong commitment to social justice principles including the promotion and protection of the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities and to promote respect for their inherent dignity.
- Experience and ability to provide a range of legal services, , including (but not limited to) Family Law, family violence, traffic law, tenancy, employment, mental health, credit and debt, and victim support
- Demonstrated experience providing legal advice and representation to highly vulnerable individuals in the community.
- Demonstrated experience in providing support, guidance and mentorship within the legal profession.
- Well-developed legal casework, advocacy and negotiation skills.
- Knowledge of professional practice requirements as they relate to operations of a legal service.
- Excellent interpersonal and verbal communication skills including the ability to communicate sensitively with clients and other people from diverse backgrounds.
- Demonstrated experience in working as a team player to accomplish goals and in performing as a mentor to lead practice and support less experienced Solicitors to assist the Principal Solicitor.
- Excellent written skills, including ability to convey information in simple English.
- Highly developed organisational skills to identify priorities, manage workload, maintain records and experience in client management data entry.
- Demonstrated experience and high-level knowledge of the welfare and/or disability sectors with understanding of what makes people vulnerable.

### **Organisation Structure and Values**

Mallee Family Care is a Company Limited by guarantee with a community based Board of Management. It was established in 1979 and is a large and diverse community service organisation, providing a wide range of services to the communities of North West Victoria and South West New South Wales.

Day-to-day management for the agency is the responsibility of the Chief Executive Officer, Executive Director People, Culture and Performance, Executive General Manager Community and Wellbeing, Executive General Manager Education, Training and Research and Executive General Manager Child and Family Services.

This structure has been designed to ensure a clear focus on the delivery of services and to utilise the skills and experience of staff in the most efficient and effective manner.

### **Our Vision**

Empowering the vulnerable and disadvantaged in our communities.

By this we mean we want:

- Communities where vulnerable children will be protected.
- Communities where disadvantaged families and individuals will be supported.
- Communities that are committed to supporting those in need.

### **Our Mission**

To enrich lives and to increase opportunities (for those in need) through:

- Services;
- Education
- Research; and
- Advocacy

### **Our Approach**

Our approach to achieving this strategic intent will demonstrate that:

- We are focused on the resolution of issues and will be flexible and adaptive in our approach.
- We understand our communities, we are informed by practice and our focus is on outcomes that matter.
- We work in partnership with stakeholders.
- We consult broadly and engage with our communities.

**Other Information:**

Mallee Family Care is committed to building an organisation that reflects the diversity of the communities we support.

As an Equal Opportunity employer, we invite applications from people of all walks of life. Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse (CALD), LGBTQIA+, and people living with a disability are encouraged to apply for our roles.

As a Child Safe Organisation, we undertake a range of pre-employment screening checks to ensure all candidates are suitable to work for Mallee Family Care. This includes reference checks from your current or most recent employer and probity checks (National Police Check, Working with Children Check Vic & NSW and NDIS Worker Clearance).

We go to great lengths to ensure that the positions we make available are filled by the most appropriate applicants. To assist with this we undertake a number of selection processes beyond initial interviews.

By submitting this job application, you acknowledge and accept Mallee Family Care's policies related to pre-employment screening checks and understand appointment to the position will be subject to the satisfactory completion of the following:

- Psychological Personality Assessment – California Personality Index (CPI)
- Medical Disclosure Six month probationary period
- Referee Checks (two nominated referees including your supervisor if you are currently working)
- Photocopy of Driver's Licence.
- Police Check
- Working with Children Check
- Safety Screening Statutory Declaration

**Benefits of working at Mallee Family Care**

- Discounted membership of your nominated gym/health club.
- Direct salary deduction
- Partially paid study leave and practical assistance available for approved courses after 6 months of employment
- Confidential, responsive counselling available for time when personal and work related issues may affect your ability to perform at work (Employee Assistance Program – EAP)
- Flexible working arrangement options (where appropriate)
- Up to date and ergonomic furniture
- A happy and family friendly work environment