

Position Title: Graduate Solicitor

Reporting to: Principal Solicitor, Manager Legal Services

Department: Legal

Location: Sydney

About Us

Our vision is a society that respects and upholds the rights of older people.

Seniors Rights Service has been assisting older Australians as the leading provider of legal services, aged care advocacy, education and information to seniors in NSW since 1986. We raise awareness and empower older people to activate, uphold, extend and defend their individual rights. We achieve our purpose by providing accessible and confidential legal services, aged care advocacy and information.

About the Opportunity

Under the general direction of the Principal Solicitor and other senior Solicitors, the Graduate Solicitor will provide high quality generalist legal information, advice, representation, and other legal assistance to socially and economically disadvantaged older people across NSW in areas of law such as residential tenancy, guardianship, consumer, credit and debt, discrimination, human rights, family and domestic violence, Wills and powers of attorney, as well as specialist advice in strata issues and/or aged care and supported accommodation, including residential aged care facilities.

Seniors Rights Service operates in a dynamic, rapidly changing environment which requires flexibility, adaptability and initiative as well as excellent organisation and critical thinking skills.

Key Responsibilities

Service Delivery

- Provide phone, virtual and face to face advice and casework to older people who may be disadvantaged.
- Undertake tribunal or court work, as well as alternative dispute resolution advocacy on behalf of clients prior to tribunal or court.
- Present community legal education seminars to older persons across NSW.
- Assist clients to obtain legal aid or pro-bono support.
- Provide limited supervision to law students and volunteers.
- Undertake other tasks as assigned by the Principal Solicitor.

Research and Resource Development

- Assist in the development of community legal education collateral, resources and promotional materials.
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- Perform research and assist with law reform projects.
- Provide casework and client matter reports for inclusion in staff meeting and board reports.
- Contribute to team discussions to improve service provision to callers and clients.

Training and Travel

- Attend and participate in CLCNSW Quarterlies and CLCA Conferences as relevant.
- Undertake CPD courses and other training specific to your position.
- Some interstate travel may be required.

Work Health and Safety

- Promote safe work practices that are consistent with Seniors Rights Service's policies and comply with WHS legislation.
- Promote and actively support a safe and inclusive working environment that celebrates diversity, including race, culture, ethnicity, gender identification, age, disability, sexuality and experiences.
- Take reasonable care for your own health and safety and the health and safety of others and actively promote a safety culture.
- Promptly respond to and report health and safety hazards, incidents and near misses to the organisation's responsible person.

Personal Accountability

- Personal accountability and compliance with Seniors Rights Service values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Adhere to established work practices.
- Ensure appropriate use of organisational resources.
- Work collaboratively with employees, volunteers, partners, funders and external stakeholders, in accordance with Seniors Rights Service values and professional standards of behaviour.
- Identify opportunities to integrate and work collaboratively across teams and actively participate to initiatives to maintain, build upon and promote a positive and collaborative workplace.

About You

1. Current NSW practicing certificate or ability to obtain one.
2. Broad knowledge and/or demonstrated experience across the main areas of law of a generalist community legal centre such as residential tenancy, guardianship, consumer, credit and debt, discrimination, human rights, family and domestic violence, Wills and powers of attorney.
3. Good interpersonal and written communication skills, with the ability to explain complex information concisely to a diverse range of people.
4. Ability to work as part of a team as well as independently and prioritise work to deliver results.
5. Highly proficient with technology and software, including Microsoft Office 365.
6. A passion for social change and contributing to an organisation dedicated to supporting the most disadvantaged people in our communities.
7. Ability to travel through NSW to provide services.
8. Prepared to undertake and maintain a National Criminal History check and NSW driver's license as a condition of employment.

At Seniors Rights Service we seek a workforce that is as diverse as our society in race, ethnicity, gender, age, disability, sexuality and cultures and reflects the communities we work in. We believe diversity and inclusion are fundamental to our culture and core values and we demonstrate this commitment through all our employment practices. Our inclusive workplace culture contributes to making Seniors Rights Service a great place to work. We strongly encourage Aboriginal and Torres Strait Islander People to apply for this role. Additionally, we believe vaccination to be the best way to keep our employees and clients safe and strongly encourage vaccination against Influenza and COVID-19.