



Make
it matter.

POSITION DESCRIPTION

Community Outreach Lawyer/Clinical Supervisor

Faculty/Division	Law & Justice
Classification Level	Professional 7
	G - Administrative, Clerical, Computing, Professional & Research Staff
Hours & Span (Category)	
Position number	00231792
Shiftwork status	NOT SHIFTWORKER
Allowances	Click or tap here to enter text.
On call arrangements	Click or tap here to enter text.
Original document creation	21 October 2025

Position Summary

The Community Outreach Lawyer/Clinical Supervisor will provide advice, casework and community legal education in areas of law relevant to our service with a focus on community outreaches and engagement with our local community. This role includes working into KLC's Health Justice Partnership with Prince of Wales Hospital/Eastern Suburbs Mental Health Service and our existing and any new community outreaches. The role also includes supervising evening advice sessions and working into KLC's legal practice. The position primarily works in the community to ensure access to KLC's service, and fostering relationships, pathways and collaborations with our local community, and community organisations across all aspects of KLC's work. This position works closely with UNSW Sydney law students teaching them in a best practice clinical legal education model.

The role of Community Outreach Lawyer /Clinical Supervisor reports to the Deputy/ Director and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide generalist legal advice and conduct complex casework in conjunction with the other lawyers employed at the Centre in accordance with the Centre's policies and across the range of the Centre's advice and casework guidelines.
- Supervise other staff members at the Centre in accordance with the Centre's risk management policies.
- Co-ordinate and participate in the Centre's community outreaches, with a focus on clients facing disadvantage, promoting service access and responding to emerging community legal need.
- Participate in delivering quality clinical legal education to UNSW Law students including by supervising student participation in advice, casework, undertaking student assessment and supervising and developing student projects.
- Participate in the Centre's law reform work, including submission and report writing, with a particular focus on issues raised in the community work.
- Oversee the Centre's advice nights on a weekly basis as well as supervise the volunteers and students rostered.
- Develop and deliver community workshops on relevant areas of law, especially in response to community needs.
- Assist in the general day to day administration of the Centre, including assisting other staff members during periods of leave.
- Undertake and be approved under the NSW Health "Contingent Worker Status" process, for approval to work on NSW Health sites, including Prince of Wales Hospital and Eastern Suburbs Mental Health Service.
- Identify and implement Access and Equity strategies in respect of the Centre's students and clients.
- Foster community relationships and develop innovative collaborative partnerships to improve access to KLC with a focus on community development and autonomy.
- Align with and actively demonstrate the [Code of Conduct and Values](#).
- 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 psychosocial or physical health and safety of yourself or others.

Skills and Experience

- Eligible to practise as a solicitor New South Wales.
- Significant demonstrated experience in providing complex legal advice and casework, particularly in areas relevant to KLC clients such as criminal law, guardianship and general civil law.
- Demonstrated experience acting as a nominated person and/or running legal matters independently.
- Demonstrated experience in working with clients with complex legal, social and health needs in outreach settings.
- Excellent oral and written communication skills including an ability to communicate effectively with people from diverse backgrounds.
- An ability to manage and respond to the requests of stakeholders and manage relationships.

- Demonstrated experience in delivering and developing community legal education to a wide range of audiences with a focus on plain English and accessibility.
- An ability to supervise students and volunteers, in accordance with risk management practices.
- Significant experience working in a community legal centre, or legal aid environment.
- An ability to provide legal assistance to disadvantaged clients, including Aboriginal and Torres Strait Islander people, people with a disability and people from culturally and linguistically diverse communities.
- A demonstrated commitment to social justice and knowledge of the legal assistance sector.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications

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.