

LGBTI Legal Service Inc.

Position Description

Position No.	P003
Position Title	Managing Solicitor
Wage Classification	Level 6-7 SCHADS Award
Reports to	Principal Solicitor / CEO
Supervises	Solicitors and Paralegals
Status	Permanent, Full time or Part Time
Hours of work	Up to 35 hours per week

Position Purpose

The Managing Solicitor provides leadership, supervision, and strategic direction for the legal practice of LGBTI Legal Service, while also carrying a caseload of complex matters. This role ensures high-quality, client-centred legal services that respond to community need, while supporting and mentoring legal staff.

The Managing Solicitor plays a key role in compliance, professional responsibility, and fostering a positive, collaborative culture aligned with the organisation's vision, values, and commitment to social justice.

Key Responsibilities

Strategic Leadership & Service Development

- Contribute to the development and execution of the Service's strategic and operational plans.
- Collaborate as part of the senior leadership team (with the Principal Solicitor/CEO, Operations Manager, and Policy & Advocacy Manager) to guide strategy, operations, and organisational culture.
- Support long-term sustainability, community impact, and capacity building, particularly in advancing LGBTIQ+ rights and wellbeing.
- Work with the Principal Solicitor/CEO to identify emerging legal and social justice issues and shape the service's response
- Contribute to the design and establishment of new legal services (e.g. DFV, family law, civil, victim assistance) that are innovative, holistic, and responsive to community needs.

Legal Practice & Casework

- Manage the delivery of legal services including in-house legal advice clinics, outreach services, and evening advice services.
- Oversee casework services and ensure they are high-quality, client-centred, trauma-informed and culturally safe.
- Undertake complex casework and civil litigation, particularly in human rights and discrimination, and family law and DFV, and provide high-level legal advice and support on significant matters.
- Represent applicants in DFV hearings and contribute to the growth of the Service's DFV civil and family law practice.
- Monitor and evaluate legal services and pursue continuous service improvements.

Team Leadership & Supervision

- Lead and manage the legal team, fostering a positive, inclusive and collaborative team culture.
- Allocate and coordinate legal work, balancing workloads and supporting staff wellbeing.
- Supervise and support solicitors and paralegals, including performance development, legal supervision and professional learning
- Support succession planning, talent development, and staff retention.
- Build and maintain volunteer engagement in legal services.

Quality, Accreditation & Compliance

- Ensure compliance with professional practice obligations including the Legal Profession Conduct Rules, PII Manual, and relevant legislation.
- Work with the Principal Solicitor / CEO, Policy & Advocacy Manager and Operations Manager to maintain accreditation under the CLCA National Accreditation Scheme.
- Ensure compliance with funding agreements and reporting requirements.
- Promote a culture of continuous improvement and evidence-based practice.
- Ensure effective use of data, case management systems and reporting for quality assurance and accountability.

People & Culture

- Foster a respectful, inclusive, and safe workplace aligned with the Service's values and LGBTIQ+ cultural safety principles.
- Champion staff wellbeing, professional development, and collaborative practice.
- Support staff and volunteers, especially those from LGBTIQ+ and other marginalised communities to feel valued and included.

Advocacy, Partnerships & Representation

- Work collaboratively with the team to identify law reform, advocacy, and CLE priorities.
- As required, deliver systemic advocacy and community legal education on issues affecting LGBTIQ+ communities.
- Act as ambassador for the Service at external forums, community events (including Pride and justice sector events), and in public-facing roles.

Community, Values & Representation

- Represent the Centre positively in sector networks, funder relationships, and stakeholder meetings.
- Promote the Centre's vision, values, and commitment to social justice, diversity, and inclusion.
- Build strong partnerships with funders, sector partners, community organisations and stakeholders to strengthen impact and sustainability.

Organisational Contribution & Teamwork

- Contribute to a supportive and inclusive workplace culture grounded in collaboration, mutual respect, and shared accountability.

- Participate actively in staff meetings, planning sessions, supervision, and performance development processes.
- Carry out additional tasks necessary for the effective performance of this role as directed.

Skills and Capabilities

- Eligible to hold an unrestricted practising certificate in Queensland, with minimum 5 years post-admission experience in one or more of the following practice areas: family, DFV, human rights/discrimination and/or employment law.
- Demonstrated ability to supervise and lead a legal team, fostering an inclusive, safe, and positive workplace culture.
- Proven ability to deliver high-quality legal services that are trauma-informed, culturally safe and client-centred.
- Comprehensive understanding of issues affecting LGBTIQA+ communities and a demonstrated commitment to equity, access to justice, and inclusion.
- Excellent organisational, communication and stakeholder engagement skills, with the ability to manage competing priorities.
- Willingness to act as the nominated person for professional indemnity insurance and legal practice management obligations, signing off advices in your practice areas.

Work Conditions and Special Requirements

- Based anywhere in the state, with flexibility in hours and work location.
- May be required to travel interstate and intrastate for outreach, court appearances, organisational or operational issues, stakeholder engagement, or sector events.
- Willingness to act as the nominated person for professional indemnity insurance and legal practice management obligations.
- National Police Check and Blue Card required.

Approval and Review

Created by	Julie Howes & Ellen Stanfield
Date	03/12/2025
Next review date	

I hereby agree that this position description accurately reflects the work requirements.

Principal Solicitor / CEO Name			
Principal Solicitor / CEO Signature		Date	