

# LGBTI Legal Service Inc.

## Position Description

<b>Position No.</b>	P003
<b>Position Title</b>	Managing Solicitor
<b>Wage Classification</b>	Level 6-7 SCHADS Award
<b>Reports to</b>	Principal Solicitor / CEO
<b>Supervises</b>	Solicitors and Paralegals
<b>Status</b>	Permanent, Full time or Part Time
<b>Hours of work</b>	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 LGBTIQA+ 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 LGBTIQA+ cultural safety principles.
- Champion staff wellbeing, professional development, and collaborative practice.
- Support staff and volunteers, especially those from LGBTIQA+ 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 LGBTIQA+ 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

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

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

<b>Principal Solicitor / CEO Name</b>			
<b>Principal Solicitor / CEO Signature</b>		<b>Date</b>	