

LGBTI Legal Service Inc.

Position Description

Position No.	P009
Position Title	Solicitor/Senior Solicitor
Wage Classification	Level 5-6 SCHADS Award
Reports to	Managing Solicitor
Supervises	NA
Status	Permanent, Part time or Full time
Hours of work	Up to 35 hours per week

Position Purpose

The Solicitor/Senior Solicitor provides high quality culturally safe and inclusive legal advice and casework on specialist LGBTIQA+ legal issues and contributes to law reform, advocacy and community legal education activities of LGBTI Legal Service.

Key Responsibilities

Legal Advice and Casework

- Provide legal advice and casework across a broad range of legal areas, including family law, domestic and family violence, criminal law (including victim support) employment law, gender affirming care, name and gender marker changes, discrimination and human rights issues, and general civil matters).
- Deliver outreach-based legal services in collaboration with health and community partners and organisations serving LGBTIQA+ populations.
- Ensure file management work complies with LGBTI Legal Service policies and procedures, the PII Manual, and the Legal Profession Conduct Rules.
- Support accurate data collection, report writing, and preparation of case studies and accountability documents to meet funding and organisational requirements.

Culturally Safe and Inclusive Service Delivery

- Provide legal services in a manner that prioritises LGBTIQA+ cultural safety, inclusivity, accessibility, and trauma-informed practice.
- Contribute to embedding anti-racism, cultural safety, and inclusive practice across all aspects of service delivery.

Advocacy, Law Reform and Strategic Litigation

- Contribute to advocacy, law reform, community legal education, and sector capacity-building to empower and advance the rights of LGBTIQA+ communities.
- Undertake legal research focused on issues impacting LGBTIQA+ populations.
- Contribute to strategic litigation aimed at protecting and progressing the rights of LGBTIQA+ communities.
- Contribute to the development of CLE resources and deliver CLE sessions as required.

Community Engagement and Partnerships

- Build and maintain strong relationships with sector partners, stakeholders, and community members to ensure services are visible, accessible, and trusted.
- Participate in community engagement activities and represent the organisation in external forums as appropriate.
- Contribute to fundraising initiatives and organisational events as required.

Professional Development and Compliance

- Engage in relevant professional development opportunities and maintain CPD point requirements.
- Ensure personal compliance with professional obligations, policies, and procedures.

Organisational Contribution and 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

- Hold or eligible to hold a Queensland Practising Certificate.
- Awareness of the legal and social issues facing the LGBTIQA+ community and a commitment to equal access to justice.
- Ability to provide high quality, timely, holistic and appropriate legal information, advice, casework services and representation in one or more of the following practice areas: family, DFV, human rights/discrimination and/or employment law.
- Knowledge of or ability to rapidly acquire knowledge of referral and information sources relevant to people seeking legal and other assistance.
- High level of interpersonal communication skills including the ability to engage with a range of audiences and stakeholders internal and external with sensitivity.
- Proven ability to manage time, organise tasks, and work independently and in a team with minimal supervision to complete work and solve problems.

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 and operational issues, stakeholder engagement, or sector events.
- 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	