

## POSITION DESCRIPTION

# Community Legal Education Lawyer/Clinical Supervisor

Faculty/Division	Law & Justice
Classification Level	Professional 7
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00039057
Shiftwork status	NOT SHIFTWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	21 January 2026

### Position Summary

The Community Legal Education Lawyer/Clinical Supervisor will provide advice, casework and community legal education in areas of law relevant to our service with a focus on community legal education to our local community. This role includes assisting with our existing and any new community outreach clinics, and with KLC's Health Justice Partnership with Prince of Wales Hospital/Eastern Suburbs Mental Health Service. The role also includes supervising evening advice sessions and working into KLC's legal practice.

This position is responsible for KLC's community legal education program which forms an important connection between the Centre and our communities. This position works closely into our community outreaches and with community partners to understand legal education need and to respond with effective programs that forge referral connections and support organisations by providing legal education to community workers and priority client groups.

This position works closely with UNSW Sydney law students teaching them in a best practice clinical legal education model.

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

## **Accountabilities**

Specific accountabilities for this role include:

- Design and develop KLC's community legal education program on an ongoing basis and develop effective evaluation tools incorporating stakeholder/participant consultation.
- Identify areas of community need and develop appropriate strategies to deliver legal education with a focus on ensuring audience engagement and participation.
- Develop best practice models for delivering legal information to diverse audiences, such as Aboriginal and Torres Strait Islander People, people who are linguistically diverse, people with low literacy, and continually evaluate the effectiveness of these strategies.
- Identify external funding opportunities to further support our legal education work. Support KLC students to develop and deliver legal education with a focus on audience needs, participation and plain English.
- Develop and coordinate effective partnerships with other community organisations around areas of identified need in relation to legal education.
- Provide generalist legal advice and conduct complex casework in accordance with the Centre's policies and across the range of the Centre's advice and casework guidelines.
- Participate in KLC's policy and law reform work.
- 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.
- Oversee the Centre's advice nights on a weekly basis as well as supervise the volunteers and students rostered.
- Assist in the general day to day administration of the Centre, including assisting other staff members during periods of leave.
- 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.
- Undertake and be approved under the NSW Health "Contingent Worker Status" process, for approval to work on NSW Health sites.
- 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.
- Demonstrated experience in developing and delivering community legal education workshops and resources aimed at a wide range of audiences with a focus on plain English and accessibility.
- Significant demonstrated experience in providing complex legal advice and casework, particularly in areas relevant to KLC clients such as criminal law, guardianship, credit/debit 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.
- Excellent oral and written communication skills including an ability to communicate effectively with people from diverse backgrounds and a commitment to plain English communication
- An ability to manage and respond to the requests of stakeholders and manage relationships.
- An ability to supervise students and volunteers, in accordance with risk management practices.
- 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.
- Working with Children Check.
- Criminal Record Check.

### **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.