Immigration Advice and Rights Centre

Job Description: Solicitor

Accountable to:	Principal Solicitor
Location	Sydney
Direct Reports	NA
Tenure	Maximum term contract until 30 June 2028
Classification	SCHADS Grade 5 Salary packaging available
Hours	Full- time (35 hours per week). Open to flexible work arrangements.

1. About IARC

Immigration Advice and Rights Centre (IARC) is a specialist, not-for-profit community legal centre (CLC) with Immigration Advice and Rights Centre (IARC) is a specialist, not-for-profit community legal centre (CLC) with almost 40 years' experience in migration law and policy.

IARC's vision is for a fair, just and accessible Australian immigration system. IARC's mission is to provide free, expert legal advice, assistance and education in all areas of migration, refugee and citizenship law and to leverage our experience and expertise to influence positive change in the Australian immigration system.

IARC provides a trauma-informed, culturally sensitive practice and our solicitors have specialized skills in immigration law, domestic violence, torture and trauma, and working with culturally and linguistically diverse clients.

2. Major accountabilities

- Provide immigration legal advice to vulnerable clients (by phone and in person) and undertake legal tasks and provide referrals to ancillary services as required;
- Undertake legal casework, including taking instructions, legal research, assessment, providing advice, representation and general advocacy to achieve positive outcomes for IARC's clients;
- Assist in researching and developing policy positions related to the work of IARC's legal practice to provide a basis for advocacy;
- Assist in developing resources and participating in the delivery of IARC's community legal education program;
- Represent IARC at meetings and in other forums to develop relationships and promote awareness of IARC's work;
- Support IARC's legal practice as required, including through assisting with intake management;

- Deliver services in a trauma informed and culturally sensitive manner, seeking support from co-workers where needed;
- Travel, including to regional and remote locations across Australia, to deliver outreach services.

3. Key Communications

Internally

The Solicitor works closely with members of the legal team, attending weekly legal casework meetings and discusses any issues that arise day to day with the Principal Solicitor. The Solicitor also works with and provides guidance to volunteers who assist with the work of the legal practice.

The Solicitor also works with the CEO and Communications Manager on a project basis.

Externally

The Solicitor regularly speaks with legal clients to take instruction and deals with interpreters, Department of Home Affairs and Tribunal Staff in relation to individual matters. They also communicate with case workers, support workers and staff in the legal assistance sector to facilitate the provision of legal advice and support services for clients.

4. Decision making

The Solicitor exercises initiative and judgement and manages their own workload. The position is responsible for the day-to-day management of their client files including drafting correspondence to clients and the Department of Home Affairs, with the support of the Principal Solicitor and in accordance with the Legal Practice Manual, Risk Management Guide and the *Legal Profession Act*. The Solicitor is also guided by IARC policies and procedures.

Complex questions about client matters and advice to clients are discussed with the Principal Solicitor, as are ethical and professional issues such as conflicts of interest and complaints. Decisions about what client matters are taken on by IARC and decisions with financial implications are also referred to the Principal Solicitor.

5. Key challenges

- Managing the emotional impact of the job given that many of IARC's clients are vulnerable and have experienced trauma.
- Managing workload given the demand for legal advice and the limited resources available to provide assistance.

6. Selection criteria

Essential

- Holds or is eligible for a practicing certificate in NSW with experience or knowledge of Australian immigration law;
- Well-developed interpersonal skills and the capacity to develop formal and informal relationships and networks in order to engage and build rapport with clients and stakeholders;
- A demonstrated capacity to achieve outcomes individually and/or in a team environment and to produce quality results on time;
- Writing skills for the drafting of correspondence, and to prepare reports and other publications;
- Capacity to develop resources and to deliver Community Legal Education;
- Demonstrated understanding of legislative and law reform processes;

- An understanding of providing a culturally safe and trauma informed practice;
- Willingness and ability to travel, including holding a valid driver's licence.

7. Other Information

IARC fosters a collaborative team environment and culture that advocates mutual respect between team members and management; where everyone's skills, experience and contributions are recognised, to create an environment where people work collectively and drive meaningful change.

IARC recognises that people have responsibilities and interests outside of their jobs and that as an organisation and individually we benefit from working flexibly. IARC is open to discussing the different ways in which we are able to support requests for agile working arrangements.

IARC expects staff will:

- operate effectively and respectfully in a team environment and contribute positively to team operations, culture and working relationships; and
- undertake reasonable additional activities within areas of expertise from time to time as required.

8. Salary and benefits

The role is full-time (35 hours per week). The salary and conditions of this position are set out in the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS Award). This position is graded at Level 5 of the Award with an annual salary between $105,854 – $110,647.

IARC is a Public Benevolent Institution (PBI) and is currently able to offer salary packaging subject to IARC's Salary Sacrifice Policy. Please note that if IARC's PBI status changes, the salary packaging arrangements may be withdrawn.