

## JOB DESCRIPTION

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| <b>Position Title:</b>       | Solicitor – Discrimination & Generalist (12 month fixed term contract-maximum term contract)  |
| <b>Award/Classification:</b> | Level 5 or 6 (depending on experience) Social, Community, Home Care and Disability Services Industry Award 2010 (“SCHCADS”)   |
| <b>Position Status:</b>      | Part time 21 hours per week - 12 Month Fixed Term Contract  |
| <b>Working Hours/Days</b>    | 9.00am to 5.00pm (or as otherwise agreed)   |
| <b>Salary Range:</b>         | Salary range <b>\$50,000 - \$58,000</b> depending on experience, (plus 9.5% employer superannuation, leave loading, salary packaging options and an additional 2 weeks paid ex gratia leave, inclusive of public holidays, over the Christmas/New Year period). |
| <b>Conditions:</b>           | 6 month probationary period   |
| <b>Responsible to:</b>       | Principal Solicitor   |
| <b>Location:</b>             | Surry Hills, NSW and COVID-19 working from home arrangements  |

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## OVERVIEW

The Australian Centre for Disability Law (ACDL) is a specialist legal centre based in Sydney, which operates a disability discrimination law practice across NSW, and a disability and human rights law practice across Australia. It was established in 1994 to assist people with disability and their associates to learn about and pursue their rights under the Disability Discrimination Act 1992 (Cth).

ACDL is managed by a community-based Management Committee and is staffed by an Executive Officer/Principal Solicitor, 4 solicitors, and volunteers, including volunteer solicitors from law firms. ACDL co-located with a national peak disability advocacy organisation in 2014.

## ROLE SUMMARY

The role of the Solicitor is to provide legal services, including legal advice, intensive casework and community legal education in the area of disability discrimination and generalist areas of law to people with disability and their associates with legal problems associated with COVID-19. You will work with a project outreach manager to deliver these services.

This role will involve travel within the Sydney metropolitan area and to selected regional, remote and rural locations to identify key legal issues affecting people with disability. You will utilise other forms of communication to conduct workshops and outreach where travel is not appropriate.

The Solicitor will work within a team comprising of the Managing Principal Solicitor, 4 solicitors, outreach manager, administration manager and volunteers.

The applicant will be experienced in working in projects, including preparing reports, and delivering to tight deadlines.

Other duties as required.

The successful applicant will be required to undergo both a Working with Children and National Criminal Record check.

People with disability and their associates, people from an Aboriginal or Torres Strait background or culturally and linguistically diverse background are encouraged to apply.

Solicitors work collaboratively with other staff at ACDL and volunteers as well as other community and government organisations.

A position description is appended below.

### **ESSENTIAL SELECTION CRITERIA**

Applicants are required to respond to the following essential selection criteria:

1. Hold or eligible to hold an unrestricted practising certificate in NSW and at least three (3) years post admission experience
2. Demonstrated understanding and experience, or the capacity to acquire understanding, in disability discrimination legislation and other disability-related legislation, policies and practices, **and** experience in at least two other areas of law affecting people with disability such as trustee and guardianship, employment law, fines, consumer law, family law and domestic violence
3. Demonstrated experience in developing relationships with community organisations and undertaking outreach to vulnerable communities
4. Demonstrated understanding and commitment to social justice, as well as the ability to identify legal and non-legal issues facing people with disability
5. Capacity to undertake legal research, develop and deliver community legal education, including legal health checks, and outreach programs
6. Ability to travel within the Sydney metropolitan region and to rural, regional and remote locations to deliver outreach legal services and community legal education programs
7. Excellent oral and written communication skills, including the ability to effectively communicate with people from diverse backgrounds
8. Demonstrated ability to work autonomously with minimal supervision, manage priorities, timelines and multiple tasks, undertake own administration and assist in the general day to day administration of the Centre, including assisting other staff members during periods of leave, maintain data collection and prepare reports, take initiative and accept responsibility.

### **DESIRABLE**

1. A current drivers licence.

## **APPLYING FOR THE POSITION**

1. Carefully read the selection criteria.
2. All applications must include:
  - Cover letter indicating which role you are applying for – part time or full time
  - Curriculum Vitae
  - 2 referee contact details
  - Written responses addressing the selection criteria  
(Please provide clearly labelled, separate responses to each of the ‘essential’ and ‘desirable’ selection criteria.)

NB: Applicants who do not individually address **each** of the selection criteria will not be considered.

3. Please email your full application to [jobs@disabilitylaw.org.au](mailto:jobs@disabilitylaw.org.au)

ACDL encourages people with disability and their associates and people from an Aboriginal or Torres Strait background or culturally and linguistically diverse backgrounds to apply.

Please contact Mark Patrick, Managing Principal Solicitor, on 02 9370 3142 or [mpatrick@disabilitylaw.org.au](mailto:mpatrick@disabilitylaw.org.au) for any questions.

**Applications close 5pm on Friday 1 February 2020.**

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## **POSITION DESCRIPTION – SOLICITOR**

### **DUTIES AND RESPONSIBILITIES**

#### **1. Service Promotion and Networking**

- a. Promote and publicise ACDL by participating in local and relevant interagency and network meetings to increase ACDL's client base
- b. Participate in community events

#### **2. Legal Practice Management**

- a. Provide operational support to the Principal Solicitor in the management of the ACDL's legal practice including casework and policy advice
- b. Participate in internal management and staff meetings, professional development and organisational development and planning activities
- c. Provide high quality legal advice regarding disability discrimination and other areas of civil law affecting people with disabilities in accordance with the National Association of Community Legal Centre's Accreditation and Risk Management/ Profession Indemnity Insurance requirements as well as Australian Centre for Disability Law's strategic direction
- d. Provide high quality general and structured referrals for people with disability and their associates seeking legal assistance
- e. Undertake casework and legal advocacy for people with disability and their associates under disability discrimination law and other areas of civil law according to the centre's policy and priorities for casework assistance. This will include:
  - i. Drafting complaints alleging disability discrimination;
  - ii. Participation in conciliation;
  - iii. Filing complaints with relevant Courts and Tribunals;
  - iv. Legal and other research and preparation for hearings;
  - v. Undertaking litigation directly and/or instructing counsel in litigation

#### **3. Law Reform and Community Legal Education**

- a. Contribute to, or develop, publications dealing with discrimination issues and other civil law issues affecting people with disability and their associates
- b. Initiate or contribute to law reform activities in relation to family law, other areas of civil law including discrimination issues, affecting people with disability and their associates
- c. Advise upon, participate in, develop and deliver education and training events conducted by ACDL or colleague agencies, including community legal education, and continuing legal education
- d. Undertake high quality legal policy analysis in relation to discrimination, other areas of civil law and discrimination issues affecting people with disability and their associates

#### **4. Relationship Management**

- a. In conjunction with the Principal Solicitor, establish and develop constructive liaison with ACDL colleagues, including:
  - i. Legal practitioners practicing in disability discrimination law and related jurisdictions;

- ii. Pro Bono firms;
  - iii. Disability advocacy and representative groups;
  - iv. Domestic violence peak bodies and related bodies
  - v. The Australian Disability Rights Network;
  - vi. Community Legal Centres; and
  - vii. The Australian Human Rights Commission and NSW Anti-Discrimination Board.
- b. Participate in the review of ACDL policies and procedures coordinated by the Executive Officer and in collaboration with the Management Committee and other relevant stakeholders and where appropriate contribute to the development of new policies and procedures
  - c. Comply at all times with safety in the workplace procedures and ensure escalation of issues per policy to the Management Committee or relevant authorities. Ensure Work, Health and Safety issues are accurately recorded
  - d. Successfully complete WHS training as deemed required by the relevant legislation and per organisational policy

## **5. Working relationships**

- a. Line manager. Duties outlined and supervised by the Principal Solicitor. Ideas or issues to be raised with Principal Solicitor as a first escalation point. Yearly Performance reviews to be conducted in line with Centre policies. Regular supervision meetings and two-way feedback is encouraged between line manager and staff
- b. Pro bono legal volunteers who staff the ACDL advice line. Supervision and guidance of the volunteers with regard to ACDL organisational policies, workplace practices and client advice
- c. Provide executive support to the Management Committee of non-operational voluntary organisation board members. Input to Principal Solicitors report monthly and on request reports

## **6. Reporting**

- a. Undertake all necessary clerical administration, create and maintain client files, data collections and prepare reports
- b. Prepare a monthly report for the Principal Solicitor
- c. Provide written reports, develop facts sheets and submissions for funding proposals, website, social media and ACDL's Annual Report

## **7. Organisational Management and Team Work**

- a. Work collegiately and cooperatively with staff and volunteers from diverse backgrounds and lived experiences of disability
- b. Comply at all times with ACDL's policies and procedures, including the NACLC Risk Management Guide and professional responsibilities
- c. Provide input into the strategic direction of ACDL
- d. Participate in funding submissions relevant to the role
- e. Assist in the general administration of the centre (eg take minutes, facilitate a team meeting etc

- f. Undertake duties related to supporting, mentoring and supervision of volunteers and students at ACDL
- g. Undertake other duties as required from time to time.

**Position Dimensions (including scope and authority)**

People reporting to this position: legal volunteer staff (as delegated by Principal Solicitor):

Operating Budget: Nil

Authority: As per ACDL policy

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects of the role described above may be changed or altered in accordance with the changing requirements of the role.