

JOB DESCRIPTION

Position Title:	Solicitor – Talk Up Project (First Peoples Engagement Project)
Award/Classification:	Contract Role – non-ongoing Level 5.3 or 6.1 (depending on experience) Social, Community, Home Care and Disability Services Industry Award 2010 (“SCHCADS”)
Position Status:	Part-time, non-ongoing (21 hours per week) to Project end date 24 February 2024 (maximum term contract)
Working Hours/Days	9.00am to 5.00pm (or as otherwise agreed) and working from home arrangements
Salary Range:	Salary range \$56,000 - \$59,000 (part-time 21 hours per week) depending on experience, plus 10.5% employer superannuation
Benefits:	Leave loading, generous salary packaging options and an additional 3 weeks paid ex gratia leave (inclusive of public holidays) over the Christmas/New Year period
Responsible to:	Principal Solicitor and Project Oversight Committee
Location:	Surry Hills, NSW and COVID-19 working from home arrangements. Note - ACDL has a COVID- 19 vaccination policy that has identified this role as requiring an up-to-date COVID-19 vaccination. Medical exemptions with the NSW government contraindication form may be considered, subject to a satisfactory risk assessment.
Interviews:	Candidates must be available for an interview on 28 November 2022

OVERVIEW

The Australian Centre for Disability Law (the ‘Centre’) is a specialist legal centre based in Sydney. The Centre operates a law practice across NSW with a focus on disability discrimination, 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.)

In December 2019, First Peoples Disability Network (‘FPDN’), Australian Centre for Disability Law and People with Disability Australia (‘PwDA’) (the “Consortium”) were awarded a grant from the National Disability Insurance Agency (NDIA) to undertake a project to empower Aboriginal and Torres Strait Islanders with disabilities to understand their legal rights and advocate for themselves (“Talk Up Project”).

The Talk Up Project is about building the capability of Aboriginal & Torres Strait Islanders with disability and their families and communities to assert their legal rights, speak up to perceived

authority and negotiate effectively from a position of strength with schools, employers and service providers. It aims to create resources genuinely developed by community for community by; listening deeply to the stories of mob with disability, co-identifying the priority legal issues faced, and co-developing legal resources with community, through series of community consultations. The Talk Up project is targeting three locations: Western Sydney, Dubbo and a third project location (TBC).

This position reports to the Managing Principal Solicitor and the Project Oversight Committee and will work closely with project staff from First Peoples Disability Network and People with Disability Australia.

ROLE SUMMARY

The role of the Solicitor is to work with the Consortium partners to develop and deliver culturally appropriate legal resources to Aboriginal people with disability and their communities.

Key Responsibilities and Main Duties

- Collaborate with First Peoples Disability Network and People with Disability Australia in all aspects of the project, including project management and community engagement.
- Support leadership of community consultations designed to identify priority legal issues faced by mob with disability and co-design legal resources with community to ensure collective ownership.
- Support community consultation participants through warm referrals to legal and non-legal services and provision of legal advice where appropriate, in line with trauma informed practice.
- Undertake desktop research to address the legal issues raised by community.
- Develop legal resources, including community legal education seminars, legal health checks, legal fact sheets and the like to assist Aboriginal and/or Torres Strait Islander people, in line with the vision of community
- Undertake monitoring and evaluation activities including surveys with participants and reflection on key project values.
- Prepare reports to the funding body, ACDL management, the project oversight committee, and other ad hoc reports as required.
- Manage other legal and commercial aspects of the project.
- Attend organisational activities such as ACDL staff meetings, planning meetings and team development initiatives.

This role requires a solicitor with experience working with Aboriginal and Torres Strait communities and the legal and social issues they experience. Experience with mental health and disability is also desirable.

This role will involve travel to selected regional, remote and rural locations. Travel within the Sydney metropolitan area is also required. We will utilise other forms of communication to conduct workshops and outreach where travel is not appropriate.

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

Other duties as required.

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

Aboriginal and Torres Strait Islander people and people with disability are strongly encouraged to apply.

ESSENTIAL SELECTION CRITERIA

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

1. Hold (or eligible to hold) a practising certificate in NSW, and at least three (3) years post-admission experience.
2. Ability to effectively communicate and work with Aboriginal and Torres Strait Islander communities and knowledge of social justice issues in Aboriginal and Torres Strait Islander communities.
3. Demonstrated understanding and experience, or the capacity to acquire understanding, in disability discrimination legislation and other disability-related legislation, policies and practices, **and** at least two other areas of law affecting Aboriginal and Torres Strait Islanders with disability, such as, but not limited to race discrimination legislation, the NDIS, fines, consumer law, family law or domestic violence.
4. Demonstrated experience in undertaking legal research to produce fact sheets and other legal resources, develop and deliver community legal education and community outreach programs in Aboriginal and Torres Strait Islander communities.
5. Excellent presentation skills- adept at conducting presentations to all levels of staff and stakeholders
6. Demonstrated experience in working in a multi-disciplinary project team.
7. Ability to travel to rural, regional, and remote locations to conduct workshops and community outreach legal services and community legal education programs.
8. Demonstrated ability to work independently with minimal supervision, manage competing priorities, work professionally and collaboratively with the Consortium Partners, team members and stakeholders to provide legal and non-legal support to First Peoples with disability and their associates.

DESIRABLE

1. Personal or family experience of disability.
2. Previous experience in the health, community or legal services sector.

APPLYING FOR THE POSITION

1. Carefully read the selection criteria.
2. All applications must include:
 - Cover letter
 - Curriculum Vitae
 - 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
4. Candidates must be available for an interview on 28 November 2022.

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 indicate in your application if you need the Centre to make any reasonable adjustments for you during the application and selection process for this position.

Please contact Mark Patrick, Managing Principal Solicitor, on 0491 232 970 for any questions.

Applications close 5pm, Wednesday 23 November 2022

Candidates must be available for an interview on 28 November 2022

POSITION DESCRIPTION – PROJECT SOLICITOR – TALK UP PROJECT

DUTIES AND RESPONSIBILITIES

1. Promotion and Networking

- a. Participate in relevant networking meetings to increase ACDL's client base
- b. Participate in community events

2. Legal Practice Management (where applicable)

- a. Provide operational support to the Principal Solicitor in the management of the ACDL's legal practice including project work, and policy advice
- b. Participate in internal management and staff meetings, professional development and organisational development and planning activities
- c. Act in accordance with the National Association of Community Legal Centres accreditation and risk management/professional indemnity insurance requirements as well as ACDL's strategic direction
- d. Provide high-quality general and structured referrals for people with disability and their associates
- e. Work with Consortium partners on the Talk Up project to identify legal needs in First Peoples Communities

3. Law reform and community legal education for people with disability and their associates

- a. Contribute to or develop publications, facts sheets and other legal resources dealing with discrimination issues and other civil law issues as required under the Talk Up project
- b. Initiate or contribute to law reform activities in relation to family law, discrimination issues and other areas of civil law
- c. Develop, deliver and participate in education and training events conducted by The Consortium 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

4. Relationship Management

- a. Liaise constructively with ACDL colleagues, including:
 - i. First Peoples Disability Network and People with Disability Australia
 - ii. Legal practitioners practising in disability discrimination law and related jurisdictions
 - iii. Pro Bono firms
 - iv. Disability advocacy and representative groups
 - v. Domestic violence peak bodies and related bodies
 - vi. The Australian Disability Rights Network
 - vii. Community legal centres; and

viii. The Australian Human Rights Commission and Anti-Discrimination NSW.

b. Participate in the review and development of ACDL policies and procedures

5. Working relationships

- a. Take direction and work collaboratively with the Principal Solicitor, raising ideas and issues as they arise
- b. Participate in yearly performance reviews and regular supervision meetings
- c. Provide supervision and guidance to Pro bono legal volunteers who staff the ACDL advice line, as required
- d. Provide executive support to the Management Committee and Principal Solicitor as required.

6. Reporting

- a. Undertake all necessary clerical administration, data collections etc.
- b. Prepare reports as required under the Talk Up Project
- c. Provide written reports, develop facts sheets and submissions for funding proposals, ACDL website, social media, and annual report.

7. Organisational management and teamwork

- a. Work effectively with staff and volunteers from diverse backgrounds and lived experiences of disability
- b. Comply with ACDL's policies and procedures, including the NACLC Risk Management Guide and professional responsibilities, and Workplace Health and Safety (WHS) protocols
- c. Successfully complete WHS training as required
- d. Provide input into the strategic direction of ACDL
- e. Participate in funding submissions relevant to the role
- f. Assist in the general administration of the centre
- g. Support, monitor and supervise volunteers and students at ACDL
- h. Undertake other duties as required from time to time.

8. Position Dimensions

Direct reports:	Nil
Operating Budget:	Per Project Budget
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 position described above may be changed or altered in accordance with the changing requirements of the role.