

JOB DESCRIPTION

Position Title:	Solicitor / Senior Solicitor - Health Justice Partnership
Award/Classification:	Level 7 or 8, Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS)
Position Status:	12-month contract (part time 3-4 days per week)
Working Hours/Days	21-28 hours per week. Onsite days are Tuesdays and Wednesdays and are subject to change
Salary Range:	Salary Range \$125,000 - \$139,000 (pro rata for part-time), depending on experience, plus 12% employer superannuation, annual leave loading, salary packaging options, an additional 3 weeks paid ex gratia leave over the Christmas/New Year period and access to Flex/TIL leave.
Responsible to:	Health Justice Partnership Manager and Principal Solicitor
Location:	This position is part of the Health Justice Partnership project at the Australian Centre for Disability Law (ACDL), undertaken in collaboration with South-Western Sydney Local Health District (SWSLHD). The successful candidate will be required to perform duties onsite at SWSLHD locations, including Bankstown Community Health Centre and/or other designated sites, at least two days per week on Tuesday and Wednesday and is subject to change. Additionally, a minimum of one day each week will be spent working from ACDL's office.

ROLE SUMMARY

The Health Justice Partnership (HJP) Solicitor is a key role within ACDL's Health Justice Partnership project with SWSLHD's Community Mental Health Service (Health Partner). The role will be focused on providing legal advice and/or assistance to consumers of community mental health services across SWSLHD. This position is ideal for a lawyer with broad legal expertise across several civil law fields, including fines and consumer law, family law and domestic violence, guardianship, employment law, tenancy law, and disability discrimination law. Experience in criminal law and Section 14 applications or understanding of criminal processes would be highly advantageous.

Your work will involve working closely with medical and allied health staff, providing legal advice and assistance and ongoing legal representation (where appropriate), as well as developing and running training / legal education sessions for health staff in relation to legal issues. You will also work closely with other legal service providers with respect to referrals of clients.

Australian Centre for Disability Law

ACDL is a specialist legal centre based in Sydney, which operates a disability discrimination law practice across NSW, a Health Justice Partnership with South West Sydney Local Health District 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 governed by a community-led Management Committee and is staffed by an Executive Officer/Principal Solicitor, 5 solicitors and volunteers.

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. Demonstrated understanding and experience in at least two areas of law affecting people with mental health conditions, such as fines/consumer law, family law and domestic violence, criminal law, guardianship, employment law, tenancy law, disability discrimination law.
3. Capacity to undertake independent legal research in relation to new and varied legal problems, and the ability to upskill and problem solve, to achieve legal outcomes, often in a fast paced and timely manner.
4. Demonstrated understanding and commitment to social justice, as well as the ability to identify legal and non-legal issues facing people living with a mental health condition.
5. Demonstrated ability to work autonomously, with minimal supervision, manage program priorities, administrative duties, data entry in client management systems, evaluation, report preparation, and daily project support.
6. Capacity to supervise and mentor junior staff providing legal services and intake duties.
7. Travel at least twice weekly to Bankstown Community Health Centre or other sites designated by ACDL and SWSLHD, such as Liverpool Hospital or Fairfield Community Mental Health and other sites as required.
8. Work professionally and collaboratively with Health Partner stakeholders to provide legal and non-legal support to people with mental health conditions, as well as their family/carers from time to time.

DESIRABLE

1. Experience working with consumers of our Health Partner in a patient and empathetic manner. Understanding of the principles of recovery and trauma-informed care is extremely important in this context.
2. Experience with Section 14 applications, civil litigation, and ADR experience, including representation at mediation or conciliations.
3. Insight / familiarity with working with people living with a mental health condition and the way they interact with mental health services in the community.
4. A current driver's licence.

Pre-Employment Checks

- Criminal record check
- Working with Children Check
- Health NSW Contingent Worker check

APPLYING FOR THE POSITION

To apply for this position, you will need to carefully read the selection criteria.

All applications must include a covering letter, CV and individual responses to the Essential Selection Criteria and Desirable Selection Criteria. Each selection criterion should appear as a heading with your response below. Applicants who do not individually address **each** of the selection criteria will not be interviewed.

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

Please email a covering letter, your responses to the selection criteria and CV to jobs@disabilitylaw.org.au or phone Kimia Randall on 0484 077 008 for enquiries.

Applications close 5pm on Friday, 10 April 2026

Suitable candidates will be interviewed on a rolling basis upon receipt of applications, so please apply at your earliest opportunity.

POSITION DESCRIPTION – HEALTH JUSTICE PARTNERSHIP SOLICITOR
DUTIES AND RESPONSIBILITIES

1) Service Promotion and Networking

- a) Promote and publicise the HJP at all relevant stakeholder levels with the Health Partner.
- b) Participate in networking opportunities with Health Partner staff, including (as appropriate) operational meetings, team clinical meetings, team business meetings, multi-disciplinary meetings and clinical review meetings.

2) Legal Practice Management

- a) Manage own files electronically using Action Step, including all data entry, conflict checks, engagements, correspondence and emails.
- b) Participate in internal management and staff meetings, professional development and organisational development and planning activities.
- c) Participate in operational and steering committee meetings with Health Partner staff.
- d) Provide high quality legal advice and/ or assistance in areas of civil and criminal law affecting people with mental health issues in accordance with the National Association of Community Legal Centre's Accreditation and Risk Management/ Profession Indemnity Insurance requirements as well as the HJP project deliverables/objectives.
- e) Provide high quality general and structured (facilitated) referrals for people with mental health issues and their associates seeking legal assistance.
- f) Undertake casework and legal advocacy for patients/clients of the community mental health service in areas of law according to the HJP Project's priorities for casework assistance. This may include advice / casework / legal advocacy in relation to:
 - (i) Guardianship and financial management issues;
 - (ii) Fines, credit and debt issues;
 - (iii) Employment law issues;
 - (iv) Discrimination;
 - (v) Family and domestic violence;
 - (vi) Criminal law;
 - (vii) Other areas of law as applicable

3) Community Legal Education

Develop and deliver training & community legal education to Health Partner staff and consumers of the mental health service from time to time.

- a) 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.
- b) Contribute to law reform activities in relation to mental health advocacy.

4) Relationship Management

- a) In conjunction with the Health Justice Partnership Manager and Principal Solicitor establish and develop constructive liaison with ACDL external stakeholders, 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 and development of ACDL policies and procedures, as appropriate
- 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 are outlined and supervised by the Health Justice Partnership Manager and Principal Solicitor. Ideas or issues to be raised with Health Justice Partnership Manager as a first escalation point. Regular supervision meetings and two-way feedback is encouraged between line manager and staff.
- b) Health Partner staff. Providing support/advice as appropriate via secondary consultation. Act as a key advocate within the Health Partner's service of the HJP Project.
- c) Provide executive support and input to the Principal Solicitor's monthly reporting and on request.

6) Reporting

- a) Undertake all necessary clerical administration, create and maintain client files, data collections and prepare reports, including to the HJP funding body.
- b) Where required, participate in the development of HJP evaluation tools, undertake HJP evaluation activities, collate evaluation data and prepare evaluation reports.
- c) Provide written reports, develop facts sheets and submissions for funding proposals, and provide input into ACDL's Annual Report.

7) Organisational Management and Team Work

- a) Work collegiately and cooperatively with ACDL and Health Partner staff from diverse backgrounds and those with lived experience of disability.
- b) Comply at all times with ACDL's policies and procedures, including the NACLC Risk Management Guide and professional responsibilities.
- c) Comply at all times with Health Partner policies and procedures, which might be reasonably requested.
- d) Provide input into the strategic direction of ACDL and the Health Justice Partnership.
- e) Assist in the general administration of the centre (eg take minutes, facilitate team meetings etc).
- f) 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.