

**ASSISTANT PRINCIPAL SOLICITOR**  
**1 x Full time – 35 hours per week**

**About us:** Illawarra Legal Centre is a Centre rich in history, that is currently undergoing an exciting period of growth within our service.

ILC provides our community easy access to our person-centred, multidisciplinary, wrap-around service to address multiple complex legal needs through a collaborative work model.

ILC's people are dedicated, driven, person-focused and committed to the principles of social justice and human rights.

The Assistant Principal Solicitor supervises a team of solicitors overseeing and supervising their legal practice, advice and casework services in targeted areas, community legal education and policy and law reform activities. The Assistant Principal Solicitor is responsible for supervising the legal practice in the absence of the Principal Solicitor.

**About You:** You possess substantial post-admission experience in areas of law relevant to ILC (such as discrimination, employment law, domestic violence) including complex litigation.

You possess staff supervision experience within a legal practice and a collaborative management approach to drive quality legal services.

You are committed to social justice and looking to support vulnerable people to access their legal rights. With skills and knowledge across several areas of law, you are committed to reducing barriers to access for people, provide quality legal information and advice, and assist people to become educated about their legal rights. You will be seeking a workplace that thrives on being integral to the community, and in delivering excellent services that promotes access and equity for people.

**SELECTION CRITERIA:**

**Essential skills**

1. Eligible to hold an unrestricted practising certificate issued by the Law Society of NSW
2. Substantial post-admission experience in areas of law relevant to ILC (such as discrimination, employment law, domestic violence) including complex litigation
3. Demonstrated legal practice management experience
4. Demonstrated capacity to supervise staff
5. Demonstrated understanding of the legal needs of disadvantaged populations
6. Self-management skills and ability to work to deadlines
7. Excellent oral and written communication, with attention to detail and adaptability to varied audiences.

**Secondary skills**

- Excellent public speaking and presentation skills to deliver Community Legal Education
- Commitment to undertake law reform and policy, with a commitment to access and equity principles.
- Ability to work within a trauma informed and culturally sensitive framework with people from diverse backgrounds
- Strong administrative skills (word processing, file management) and competence in use of email/internet/ client management systems.

## About ILC and our benefits

- A clear commitment to providing a safe, welcoming workplace. We provide equal opportunities regardless of gender identity, ethnicity, sexual orientation, disability, or age
- Above Award conditions and pay
- A flexible work environment, including work from the office and home and time off in lieu
- 5 weeks annual leave, plus 17.5% leave loading
- Salary Sacrifice (up to \$15900)
- Additional week off over Christmas/ New Year, in addition to annual leave
- Generous personal leave entitlements
- Employee Assistance Program
- Continued training and professional development opportunities

## Salary

- \$112430 - \$118731 (plus 10.5% Super + 17.5% Leave loading)
- Up to \$15900 salary sacrifice

Applications should be marked as confidential and addressed to:

**Louise Farroway**

**Centre Coordinator**

**Illawarra Legal Centre Inc.**

**PO Box 139**

**Warrawong NSW 2502.**

[lfarroway@illawarralegalcentre.org.au](mailto:lfarroway@illawarralegalcentre.org.au)

**Applications close 30th November 2022. Applications MUST address the Selection Criteria to be considered. Applications that do not address the specific criteria will not be considered.**

Successful applicants will be notified of interview times and method via email.

## **ILLAWARRA LEGAL CENTRE INC**

### **JOB DESCRIPTION: Assistant Principal Solicitor**

#### **ROLE:**

The Assistant Principal Solicitor, under the supervision of the Principal Solicitor, has the responsibility of supervising the legal practice of the generalist legal team including Welfare Rights, Child Support, Domestic Violence and Volunteer Solicitors in providing free legal information, advice and casework to people experiencing disadvantage.

The role of the Assistant Principal Solicitor is to oversee the generalist legal team under the supervision of the Principal Solicitor, Coordinator and where appropriate, the Financial Manager. They will be a 'nominated person' under the CLC Risk Management Guide with responsibility for supervising the legal practice in the absence of the Principal Solicitor. The role is responsible for checking advice, opened and closed files and other necessary administrative tasks including timesheets. The position also conducts case conferences and individual supervision sessions, monitors prescribed workloads, professional standards, centre policy and ensures casework guidelines are observed.

The Assistant Principal also provides community legal education and contributes to policy and law reform projects.

#### **ACCOUNTABILITY:**

1. The Assistant Principal is ultimately accountable to the Management Committee of the Illawarra Legal Centre. On a day-to-day basis the Assistant Principal is accountable to the Principal Solicitor with overall responsibility for legal work and the Centre Coordinator for work practices.

#### **MANAGEMENT RESPONSIBILITIES:**

2. To provide supervision, and direction for the legal practice.
3. To ensure that the legal practice complies with relevant legal, professional and insurance requirements.
4. To undertake and implement the ILC's obligations under its professional indemnity insurance scheme.

5. In conjunction with others, be responsible for the recruitment, orientation, training, and supervision of volunteers (excluding Management Volunteers)

**STAFF RESPONSIBILITIES:**

6. To supervise all members of the generalist legal team in their legal practice and provision of legal services via staff meetings, project meetings, case conferences and individual supervision sessions, to ensure that prescribed workloads, professional standards, centre policy and casework guidelines are observed.
7. To develop and distribute the back-up solicitor and telephone advice rosters, ensuring the funding targets are met.

**CASEWORK:**

8. Conduct casework and telephone advice in accordance with the Casework Policies and Guidelines.

**COMMUNITY LEGAL EDUCATION:**

9. To ensure the provision of an innovative and high-quality Community Legal Education Program with the Principal Solicitor, and in conjunction with other staff, plan and conduct community legal education workshops and activities.

**POLICY AND LAW REFORM:**

10. Identify policy and law reform issues arising from casework, and in conjunction with the Principal Solicitor and other staff respond to law and policy reform issues.
11. To attend, participate and represent ILC at relevant and appropriate government, community and policy making committees.

**GENERAL DUTIES:**

12. Adopt and promote the philosophy, constitution and programs of the organisation.
13. To attend and participate in all staff meetings.
14. To attend and participate in all management committee meetings, including resourcing the committee in relation to the legal practice and legal issues as required.
15. To perform all own administrative duties.

16. Participate in the staff roster for pro bono evening advice sessions in accordance with Centre policies.
17. Participate in other Centre activities as decided by staff and Management (for example: planning days).
18. Undertake professional development activities as per the Centre's Staff Development policy.
19. Undertake other tasks as delegated by management.
20. Comply with relevant WH&S policies and procedures.
21. Undertake other tasks as directed by Management.