SOLICITOR – PARRAMATTA / REDFERN

FIXED TERM TO 30 JUNE 2023

Contract type	Fixed Term to 30 June 2023
Salary range	$66,196 to $71,993 dependant on experience.
Location	Parramatta / Redfern
Submit applications to	Mary Day, Regional Administration Coordinator mary.day@alsnswact.org.au
Applications close	5pm Monday 12 September 2022
Recruitment notes	The successful applicant will need to have a willingness and ability to travel to regional and metropolitan locations, conferences (local and interstate) and events. This may include overnight stays. All ALS employees are required to be fully vaccinated against COVID-19 due to workplace safety obligations. *Due to the nature of our work many of our positions require Employee's to obtain and maintain a satisfactory Working with Children Check (NSW) or Working with Vulnerable People (ACT), National Police Check and a Criminal History Police Check.* The position offered to the Employee will be subject to the Employee's acceptable Police Checks and the ability to obtain a Working with Children or Vulnerable People Check.
Employee benefits	***Salary Sacrificing*** At the time of advertising, the ALS is deemed to be a Public Benevolent Institution. As a result, the ALS currently offers the option of Salary Sacrificing a portion of an Employee's salary (Salary Packaging). Salary Packaging allows employees to elect an amount, up to the annual Australian Taxation Office limit (currently $15,900 per FBT year), to be deducted from their before tax salary. Salary Sacrificing is dependent on the Employee's personal circumstances, the ALS cannot provide financial advice.

Application sections and checklist	Before submitting your application, please make sure you have completed all the requirements of the application. 1. Completed ALS Application Form 2. Cover Letter covering how you meet the selection criteria 3. Up to date Resume / Curriculum Vitae (CV) 4. A copy of your current driver's license 5. Covid-19 Vaccination Certificate(s) Incomplete applications will not be accepted.
Position Description	The Position Description can be found at the end of this document.

ALS Employment Application Form

This form must be completed by all applicants.

By submitting this application, you are acknowledging that the information provided on this form and in the attached documents is true and correct.

First name	
Last name	
Preferred name	
Phone number	
Email address	
Residential address	
Do you identify as Aboriginal or Torres Strait Islander?	***Yes*** ☐ ***No*** ☐
Have you attached a copy of your current drivers' licence?	***Yes*** ☐ ***No*** ☐
Due to the nature of our work many of our positions require Employee's to obtain and maintain a satisfactory Working with Children or Vulnerable Persons Check, National Police Check and a Criminal Police Check.	
Do you consent to undertaking a Police Check? *Please note that not all items which appear on a Police Check will prevent a person from obtaining employment.*	***Yes*** ☐ ***No*** ☐
Do you consent to obtaining a Working with Children Check (NSW) or a Vulnerable Persons Check (ACT)	***Yes*** ☐ ***No*** ☐
How did you hear about this position? *For example: ALS Website, Facebook, ALS Employee, Ethical Jobs, Koori Mail, Community Notice Board etc*	

ALS
Aboriginal Legal Service (NSW/ACT) Limited

50+ YEARS STRONG

POSITION DESCRIPTION

Solicitor - Care & Protection / Family Law Practice

PRIMARY OBJECTIVE

The primary responsibility of Solicitor Care & Protection/Family Law Practice is to undertake high quality legal advice and representation to clients, in Care and Protection matters and State Family Law matters (requiring travel).

The position holder will be required to prepare and research representation of Aboriginal clients in Care & Protection/Family Law matters.

The position holder will work autonomously, seeking the advice and support of the Intermediate Solicitor and Managing Solicitor on a regular basis and consults with them before determining applications for merit in complex matters.

The position is guided in its decision-making by relevant legislation, professional obligations, ALS policies, practices and guidelines.

REPORTING RELATIONSHIPS

Duties are performed under the ultimate guidance and direction of the Chief Executive Officer (CEO).

The position reports directly to the Managing Solicitor Family Law Practice.

The position is a staff member of one of the ALS Office teams located within a designated Cluster and as such will contribute together with other work colleagues in collaborative teamwork and team building.

ORGANISATIONAL ENVIRONMEN

The ALS provides culturally appropriate information and referral, legal advice and court representation to Aboriginal and Torres Strait Islander men, women and children in NSW and ACT. It is committed to achieving justice for Aboriginal people and the Aboriginal community.

The ALS is an Aboriginal owned and controlled community organisation (ACCO) which is incorporated, limited by guarantee and a registered charity.

KEY COMMUNICATIONS

This position requires a hands-on, practical and flexible approach to problem solving, and excellent communication, negotiation and organisational skills and the ability to act autonomously and within a team environment.

- ***Internal*:** The position holder will liaise closely with the Managing Solicitor - Family Law. They will also interact regularly with their other Legal Colleagues, Field Officers and Administrative staff.
- ***External:*** Externally the position holder will be required to establish and maintain relationships with a diverse range of stakeholders. The position holder will have regular contact with clients and potential clients requiring legal assistance, taking instructions, where appropriate and providing oral and written advice.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Perform responsibilities to a high standard within agreed timelines and in line with ALS vision, mission and values. Key responsibilities include, but are not limited to:

- The delivery of early intervention legal services including advice and non-court assistance to clients.
- Conducting an efficient and effective legal practice in Care and Protection matters and Family Law and Child Support Matters, including via an Outreach program as required.
- Determining applications for merit under delegated authority.
- Complying with ALS policies and practice management standards and undertaking all related administrative and case management activities.
- Contributing to the development and review of Aboriginal Legal Service procedures and guidelines.
- Contributing to the development and review of law reform and policy initiatives as Family Law and Care & Protection issues arise.
- Providing an efficient and effective legal service to clients in Care and Protection and Family Law matters, in accordance with legislation and directions, policy, guidelines and practice standards, including:

    - Providing legal advice, minor assistance and duty solicitor services to Aboriginal clients.
    - Representing clients, including appearing for clients, instructing counsel when necessary and participating, as appropriate, in dispute resolution including negotiating early resolution of litigation.
    - Conducting casework including taking instructions, undertaking research and preparation of documents/submissions.
    - Providing appropriate referrals to other agencies/services as required.

- Determining merit in Family Law and Care & Protection matters under delegated authority and consistent with ALS policy and guidelines, including:
    - Making recommendations about merit and exercising discretion as required.
    - Undertaking active case management and complying with practice standards for case management.
- Effectively utilise the ALS electronic database including entering data in accordance with the standards and requirements of the systems, preparing required documentation and maintaining appropriate records in both soft and hard copy forms.
- Working collaboratively as a team member.
- Contributing to development and ongoing review of ALS guidelines, including contributing to law reform initiatives through providing feedback as requested on issues raised and/or /documents distributed.
- Organising and presenting information sessions for current and potential clients and conducting Community Legal Education and Outreach as required.
- Assisting with the preparation of printed promotional materials and/or information booklets and pamphlets.
- Keeping up to date on legal developments and procedures. Identifying training needs and attending training to maintain professional standards and retain a practising certificate.
- Ensuring all duties and activities are carried out in an ethical manner, complying with ALS policies, procedures and any other applicable guidelines or legislation.

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential Criteria

- Legal qualifications and an NSW Practising Certificate.
- Knowledge of NSW Care and Protection Laws and Family Law.
- Capacity to represent Aboriginal clients and undertake an advocacy role before Courts or Tribunals.
- Strong interpersonal skills and an ability to provide quality customer service in a high-volume work environment.
- Proven capacity to identify and understand legal issues facing socially and economically disadvantaged Aboriginal peoples.
- Capacity to prepare excellent written communication skills to prepare court documents, correspondence, submissions and other written materials.
- Well-developed legal research/analytical and statutory interpretation skills.
- Ability to meet deadlines, work without close supervision and to manage a diverse workload.
- Knowledge and experience working with Microsoft Office Suite
- Current valid unrestricted NSW Driver's licence and a willingness to drive in metropolitan and country locations, travel intrastate and stay overnight or longer. *An inherent requirement of the job is the ability to independently travel to regional locations by car for work purposes, therefore a current driver's licence is required (the ALS is an Equal Opportunity Employer and will consider*

reasonable adjustments where an employee cannot meet this requirement due to a disability or their age)