

## POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	SOLICITOR/SENIOR SOLICITOR – DOMESTIC VIOLENCE
<b>REPORTING TO:</b>	PRINCIPAL SOLICITOR
<b>SALARY:</b>	\$68-90,000 p/a commensurate with experience + Superannuation, generous PBI salary packaging options, leave loading & paid xmas close down.
<b>EMPLOYMENT TYPE:</b>	FIXED TERM CONTRACT FULL-TIME (38 hrs per week) & PART-TIME considered

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### 1. THE ORGANISATION

The Women's Legal Centre (ACT & Region) is a community legal centre. We provide legal assistance to women who would otherwise go without. Our main areas of practice are family law, victims of crime, employment and discrimination.

The Domestic Violence Program is a specialised service within the Centre, designed to provide intensive legal advice and representation to women experiencing domestic violence.

The Centre also includes the Aboriginal and Torres Strait Islander Women's Access to Justice Program which provides non-legal case management support to Aboriginal and Torres Strait Islander women.

We also provide community legal education and resources and support law reform to improve legal and policy responses to discrimination and violence against women.

### 2. POSITION SUMMARY

The Solicitor/Senior Solicitor in the Domestic Violence Unit is responsible for providing and coordinating high quality legal services to women experiencing domestic violence. This includes providing support, advice and representation for clients dealing with a range of matters, including care arrangements for children, property disputes, protection orders, and victims of crime compensation claims.

The position also contributes to the development and implementation of effective outreach legal services and community legal education programs within the community with a focus on early intervention.

At the Senior Solicitor level, this position is responsible for the supervision and professional development of legal and non-legal staff within the unit.

### 3. KEY RESPONSIBILITIES

#### 1. Legal advice and casework

- 1.1. Provide high quality legal advice and casework to clients, including representation in ACT and Commonwealth courts and tribunals.

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- 1.2. Develop and provide outreach legal services within the community with a focus on early intervention assistance.
- 1.3. Supervise the Junior Solicitor in the Unit, ensuring information, advice and casework services provided are appropriate, efficient and effective.
- 1.4. Support volunteer lawyers, GLDP students and other legal volunteers, ensuring services are of high quality and integrated with the Centre's practice.
- 1.5. Ensure all legal service data collection in the Unit is accurate, comprehensive and informs practice and advocacy.

### **2. Service development and management**

- 2.1 Work with the Principal Solicitor and Executive Director in the planning and development of the new DV Unit, including service models and referral pathways.
- 2.2 Identify and explore trends and issues emerging in the Unit's work, and provide high-level advice and reports to the Principal Solicitor, Executive Director and Board as required.
- 2.3 Monitor the legal work of the Unit and regularly evaluate legal practice guidelines, procedures, and file management and information systems as they relate to the Unit, implementing improvements and efficiencies as required in conjunction with the Principal Solicitor.

### **3. Community legal education and law reform**

- 3.1. Represent the Centre in relevant networks in the legal and community sector and in a variety of public forums.
- 3.2. Develop and deliver community legal education programs and campaigns in line with the work of the Unit.
- 3.3. Identify law reform issues for action and the development of law reform proposals, strategies, reports and submissions in consultation with the Principal Solicitor.

### **4. Administration and accountability**

- 4.1. Participate in regular supervision with the Principle Solicitor and yearly performance reviews.
- 4.2. Undertake professional development in consultation with the Principal Solicitor.
- 4.3. Ensure compliance with policies and procedures of the Centre.
- 4.4. Contribute to the Centre's reports and other publications.
- 4.5. Participate in the Centre's planning with staff and Board.
- 4.6. Attend regular staff meetings as required.
- 4.7. Provide reports as requested by the Principal Solicitor and Executive Director.
- 4.8. Other relevant duties as directed by the Principal Solicitor and the Executive Director.

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### Selection Criteria

#### Essential:

1. Admitted to practice/eligible to apply for a restricted practising certificate in the Australian Capital Territory.
2. A minimum of two years' post admission experience, four years at the senior level.
3. Demonstrated casework/extensive casework experience in the areas of family law and family violence, including experience appearing in the Federal Circuit Court/Family Court, and ACT Magistrates Court.
4. Experience and/or aptitude for supervising and training legal and/or non-legal staff to ensure high quality services.
5. Highly developed organisational skills and the ability to manage competing workloads under pressure.
6. Demonstrated high level written and verbal communication skills, including the ability to simplify legal jargon and processes for non-legal support staff and for disadvantaged groups.
7. Commitment to responding to violence against women, improving women's access to justice and empowering women.

#### Desirable

1. Understanding of legal issues relating to domestic violence and the impact of violence on women.
2. Experience advocating or supporting law reform and/or undertaking community legal education.
3. Experience working with Aboriginal and Torres Strait Islander people, women from diverse backgrounds and vulnerable women.