
POSITION TITLE:	EMPLOYMENT AND DISCRIMINATION SOLICITOR
REPORTING TO:	PRINCIPAL SOLCITOR
CLASSIFICATION:	Legal 6 (MEA 6)
SALARY:	\$80,500-85,000 p/a + Superannuation, generous PBI salary packaging options, leave loading & paid xmas close down
EMPLOYMENT TYPE:	12 months fixed term Full-time

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, domestic violence, victims of crime, employment and discrimination.

The Centre also includes the Domestic Violence Program, which is a specialised service within the Centre, designed to provide intensive legal advice and representation and related social work support to women experiencing domestic violence.

Mulleun Mura Aboriginal and Torres Strait Islander Women's Access to Justice Program is an additional specialist service within the Centre. The Program provides non-legal case management support to Aboriginal and Torres Strait Islander women. The Program works closely with lawyers across the Centre.

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 Employment and Discrimination Solicitor works in the Centre's Legal Practice. She provides women with advice and representation in regards to employment and discrimination matters.

The Employment and Discrimination Solicitor is a specialist role within the Centre. As the only women practicing in this area, she works under limited direction and provides expert advice to inform the planning and strategic direction of this area of practice, including opportunities for development and innovation. She is responsible for managing projects and pro bono arrangements in her area of practice.

The position also contributes to law reform activities undertaken by the Centre as well as the development and implementation of effective outreach legal services and community legal education programs.

3. KEY RESPONSIBILITIES

1. Legal Advice, Casework and Practice Development

- 1.1. Provide women with advice and representation on employment and discrimination matters.

POSITION DESCRIPTION

- 1.2. Maintain and support relationships with pro bono partners providing assistance with employment, discrimination and victims of crime matters to assist the Centre in its work in this area, in conjunction with the Principal Solicitor.
 - 1.3. Supervise volunteer lawyers, GLDP students and other legal volunteers, ensuring services are of high quality and integrated with the Centre's practice.
 - 1.4. Ensure all legal service data collection is accurate, comprehensive and informs practice and advocacy.
 - 1.5. Identify and explore trends and issues emerging in the area of practice, and provide advice and reports to the Principal Solicitor and Executive Director as required.
- 2. Community legal education and law reform**
- 2.1 Represent the Centre in relevant networks in the legal and community sector and in a variety of public forums.
 - 2.2 Manage and deliver the Centre's Domestic Violence and Work training package for employers.
 - 2.3 Develop and deliver other community legal education programs and campaigns in regards to employment, human rights and discrimination matters and victims of crime compensation.
 - 2.4 Identify law reform issues for action and the develop law reform proposals, strategies, reports and submissions in regards to employment, human rights and discrimination matters and victims of crime compensation.
- 3. Administration and accountability**
- 3.1 Participate in regular supervision with the Principal Solicitor and yearly performance reviews.
 - 3.2 Undertake professional development in consultation with the Principal Solicitor.
 - 3.3 Ensure compliance with policies and procedures of the Centre.
 - 3.4 Contribute to Centre's reports and publications. '
 - 3.5 Participate in the Centre's planning with staff and Board.
 - 3.6 Attend regular staff meetings as required.
 - 3.7 Other duties as directed by the Principal Solicitor or the Executive Director.

Selection Criteria

Essential:

1. Admitted to practice/eligible to apply for a restricted practicing certificate in the Australian Capital Territory.
2. Three to five years' post admission experience and demonstrated casework experience in the areas of employment and discrimination law, including experience appearing in the Fair Work Commission and the Human Rights Commissions (Federal and State).
3. Experience and/or aptitude for developing and delivering legal education for employers and/or communities.
4. Highly developed organisational skills and the ability to manage competing workloads under pressure.
5. 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.
6. Commitment to maintaining and further developing the Centre's feminist employment and discrimination practice and commitment to improving women's access to justice and empowering women.

Desirable

1. Experience advocating or supporting law reform.
2. Experience working with Aboriginal and Torres Strait Islander people, women from diverse backgrounds, women with disability and women who have experienced trauma.