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<b>POSITION TITLE:</b>	SOLICITOR - SENIOR SOLICITOR (Mulleun Mura)
<b>REPORTING TO:</b>	PRINCIPAL SOLICITOR
<b>CLASSIFICATION:</b>	Legal 6-7 (MEA 6-7)
<b>EMPLOYMENT TYPE:</b>	Fixed term Full-time

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

The Centre's services include legal advice and ongoing representation on family law, child protection and employment and discrimination matters for vulnerable women, particularly women experiencing domestic violence. The Centre provides services in a multi-disciplinary way, with a focus on early intervention, early resolution and holistic support for clients.

The Centre also includes the Mulleun Mura Aboriginal and Torres Strait Islander Women's Access to Justice Program (MMA2J) which provides case management support and legal advice to Aboriginal and Torres Strait Islander women. The Program works closely with lawyers in 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 Senior Solicitor works in partnership with the Case Worker in the MMA2J team to deliver relevant, high-quality, culturally sensitive legal and non-legal support to Aboriginal and Torres Strait Islander women and their community. She also works closely with staff across the Centre to support Aboriginal clients to receive integrated and cross-disciplinary support across family, care and protection, victims of crime, employment and discrimination matters.

The Solicitor is also responsible for ensuring the MMA2J Program meets its contractual obligations in a way that also meets the cultural obligations of the Program. This includes, supporting the work and the role of the Case Worker and her cultural leadership of the Program, planning the work of the Program, monitoring progress, compiling formal reports and representing the Centre in relevant fora. The role works in partnership with the MMA2J Case Manager, Principal Solicitor and the Executive Director to support the strategic direction of the Program and the Centre

## **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 and early intervention advocacy in Care and Protection matters.

**POSITION DESCRIPTION**

- 1.2. Support volunteer lawyers, GLDP students and other legal volunteers, ensuring services are of high quality and integrated with the Centre's practice.
- 1.3. Supervise all legal service data collection in the Program to ensure it is accurate, comprehensive and informs practice and advocacy.

**2. Supervision and program management**

- 2.1. Collaborate with the MMA2J Case Manager, Principal Solicitor and Executive Director in the planning and development of the MMA2J Program, ensuring cultural obligations are prioritised and maintained.
- 2.2. Supervise staff in the Program, ensuring information, advice and casework services provided are efficient, effective and culturally informed.
- 2.3. Identify and explore trends and issues emerging in the Program and the Centre's work, and provide high-level advice and reports to the Principal Solicitor, Executive Director and Board as required.
- 2.4. Monitor the legal work and integrated casework of the Program and regularly evaluate practice guidelines, procedures, and file management and information systems, recommending and implementing improvements and efficiencies as required.

**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 Program and the Centre.
- 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 and the Executive Director.

**4. Organisational responsibilities**

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