

Position Description

Generalist Solicitor

Job Description Fields	Details
Service	General Solicitors
Classification	Full time (35 hours per week) (9 Month Contract with possibility the role will be extended)
Grade/Year	Grade 4 / Year subject to experience (Illawarra Legal Centre Enterprise Agreement 2016)
Reports to	Centre Coordinator Principal Solicitor
Organisation Website	www.illawarralegalcentre.org.au

Who is ILC?

Illawarra Legal Centre Inc (ILC) has a philosophy of making law accessible to those who are disadvantaged in our society due to a lack of finances, education, English language proficiency and those people generally considered in poverty.

ILC's people are dedicated, driven, person-focused and committed to ILC's Values of People First, Relationships, Access and Opportunity, Fairness and Responsibility. The principles of social justice and human rights underpin our work.

Position description

Illawarra Legal Centre's (ILC) Generalist Solicitors provide free legal services to people living in the Illawarra Region. ILC is committed to assisting people to access their legal rights.

The Generalist Solicitor provides advice, casework and community legal education across a range of legal areas including employment, road traffic offences, discrimination, and generalist law, prioritising clients experiencing social and economic disadvantage.

This position is primarily based at ILC's office based in Wollongong. The position will require travel to outreach locations, across the Illawarra and occasional out of hours work to support evening advice.

Essential Criteria

1. Immediately eligible to hold a practicing certificate issued by the Law Society of NSW.
2. Demonstrated experience providing legal services to people who have experienced social and/ or economic disadvantage.
3. Self-management skills with strong attention to detail, and ability to work to deadlines while delivering high quality services.
4. Excellent all round communication skills, with demonstrated ability to communicate effectively and respectfully in a way that can be understood by our clients.
5. Effective interpersonal skills including being a team player, open to feedback, critical thinking and problem solving, self-confidence, and flexibility.

Internal Relationships

External Relationships

Who	Who
Board of Management	Clients
Coordinator	Government Agencies/ Services
Principal Solicitor	Community based organisations
Staff	Private solicitors
Volunteers	Network contacts

The Job

What	How	Skill Level
Case work	<ul style="list-style-type: none"> • Provide general law advice. • Conduct targeted casework. • Work cooperatively with other ILC staff to provide a holistic casework service. • Attend regular supervision sessions and case conferences with the Principal Solicitor. • Demonstrate attention to detail in work including high quality file management, completion of relevant paperwork, adherence to time limits 	High
Community Legal Education	<ul style="list-style-type: none"> • In conjunction with other staff, plan, implement and evaluate a Community Legal Education program in identified generalist legal issues. • Tailor communication to varying audiences. • Clearly provide information and advice that is easy to understand. 	High
Policy and Law Reform	<ul style="list-style-type: none"> • In conjunction with other staff, identify the policy and law reform issues arising from the Centre's general casework. • In conjunction with other staff, identify the legal needs and policy and law reform issues in the Illawarra region. • Assist in the preparation of policy submissions to government and other bodies as appropriate, regarding the identified issues. • Participate in Legal Centre campaigns. 	High
General work	<ul style="list-style-type: none"> • Meet individual staff output figures to support service compliance with funding requirements. • Attend and participate in Centre staff meetings. • Participate in other Centre activities as decided by staff and Management (for example, staffing the Thursday evening roster, planning days, policy meetings). • Undertake professional development activities as per the Centre's Staff Development Policy. • Undertake other tasks as delegated by the Coordinator and Principal Solicitor. • Perform own administrative duties (for example, word processing, file management etc.). • Perform tasks that assist with the overall cohesion and running of ILC. • Other duties as required. 	High

What you Bring

Personal	Level
Act with integrity and professionalism, be ethical, uphold and promote ILC Values	High
Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	High
Achieve results through the efficient use of personal and organisational resources	High
Commitment to self-improvement, receptive to feedback and aiming for excellence	High
Think, evaluate and consider all factors to develop practical solutions	High
Understand and use available technologies to work efficiently, complete data requirements	High
Undertake and complete all administration duties relevant to the role in line with specified timelines, policy and supervisor requirements	High

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.
- A flexible work environment, including work from the office and home (after probationary period)
- 5 weeks annual leave, plus 17.5% leave loading
- Salary Sacrifice
- Additional week off over Christmas/ New Year, in addition to annual leave
- Generous personal leave entitlements
- Access to Employee Assistance Program
- Continued training and professional development opportunities

Salary

\$102245 - \$106877.16 (pro- rated)

As a Public Benevolent Institution, Illawarra Legal Centre is able to offer staff generous salary packaging options.

Applications should state the job role and be addressed to:

Louise Farroway

Coordinator

lfarroway@illawarralegalcentre.org.au

Applications close 23 July 2024.

Your application should be no longer than 5 pages, and should include your resume, a cover letter, and must include information addressing the Essential Criteria in the job description to be considered.

Successful applicants will be notified of interview times and method via email. Unfortunately, unsuccessful applicants will not be contacted.