Position Description

Law Reform Solicitor/Clinical Supervisor

Position Number: 00058379
Position Title: Law Reform Solicitor/Clinical Supervisor
Date Written: September 2019

Faculty / Division: UNSW Law
School / Unit: Kingsford Legal Centre
Position Level: Level 6/7

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia’s global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as ‘research intensive’ or ‘teaching intensive’. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

Values in Action: Our UNSW Behaviours

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.

Please refer to the UNSW Behavioural Indicators for the expectations of your career level 6/7.
OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

Ranked 14th in the world, UNSW Law is Australia’s leader in progressive and rigorous legal education and research. Inspired by principles of justice, UNSW Law through its teaching, research and community outreach, promotes a holistic understanding of law and its role in society.

UNSW Law includes more than 100 academics, many of whom are leaders in their areas of research interest. Our research is organised around a range of centres and disciplinary clusters. The Faculty’s research ranges from traditional doctrinal study to interdisciplinary, empirical and theoretical work. A common theme is the engagement with law outside the University, through policy and law reform and collaboration with practitioners of all kinds. UNSW Law is supported by 60 professional and technical staff who provide management and support in teaching, research, finance and student administration.

Established in 1981, Kingsford Legal Centre is an award-winning community legal centre and clinical legal education centre for UNSW Sydney Faculty of Law. It has an operational budget of around $1.25 million pa, provides clinical legal education to around 450 students per year and provides over 1,500 advices pa. The Centre is a recognised leader in both clinical legal education nationally and internationally and the community legal centre/legal assistance sector in Australia.

The Solicitor/Clinical Supervisor will provide advice, casework and community legal education in areas of law relevant to our service and will work in a community development model inclusive of staff’s advice nights, outreaches and our Health Justice Partnership at Prince of Wales Hospital. This position works closely with UNSW Sydney law students teaching them in a best practice clinical legal education model.

The role of Law Reform Solicitor/Clinical Supervisor reports to the Director, KLC and has no direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

Level 6

- Coordinate and participate in law reform and policy work undertaken by the Centre including the development of strategic law reform campaigns and submission writing as well as coordinating and participating in CLCs NSW meetings and contribute to policy work of the sector in areas of expertise
- Provide generalist legal advice and conduct casework in conjunction with the other lawyers employed at the Centre in accordance with the Centre’s policies and across the range of the Centre’s advice and casework guidelines;
- Responsible for supervising one of the Centre’s advice nights per week and participate in the Centre’s community outreaches, Health Justice Partnership and the Migrant Employment Service;
- Participate in delivering quality clinical legal education to UNSW Law students including by; supervising student participation in advice, casework; undertaking student assessment; sharing the teaching of classes; and supervising and developing student projects;
- Responsible for the Centre’s social and digital media program and external communications;
- Assist in the general day to day administration of the Centre, including assisting other staff members during periods of leave;
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others, including undertaking and maintaining all required vaccinations and police checks required to work in a health setting.

Level 7 (in addition to the above)

- Develop and run new classes for students which incorporate active learning;
- Identify and implement Access and Equity strategies in respect of the Centre’s students and clients
- Conduct more complex casework in line with Centre policies;
- Identify and develop proactive law reform strategies based on identifying casework trends and areas requiring reform;
• Develop and coordinate sector wide law reform responses, including the management of a range of stakeholders, including submission writing, international human rights reporting and law reform reports;
• Supervise other staff members at the Centre in accordance with the Centre’s risk management policies;
• Collaborate on projects with clinical legal educators from other universities;

SELECTION CRITERIA

Level 6
• Eligible to practise as a solicitor New South Wales;
• Demonstrated experience in providing legal advice and casework, in an area relevant to the Centre’s practice;
• An ability to undertake policy and law reform work in areas relevant to the Centre’s practice;
• An ability to undertake social and digital media and communications work
• Excellent oral and written communication skills including an ability to communicate effectively with people from diverse backgrounds;
• An ability to supervise students or volunteers, in accordance with risk management practices;
• An ability to provide legal assistance to disadvantaged clients, including Aboriginal and Torres Strait Islander people, people with a disability and people from culturally and linguistically diverse communities;
• A demonstrated commitment to social justice and knowledge of the legal assistance sector;
• Knowledge of health and safety responsibilities a commitment to attending relevant health and safety training, including undertaking and maintaining all relevant health and police check required to work in a hospital environment.

Level 7
• Extensive experience in policy work and in developing law reform and policy programs, including experience co-ordinating joint or collaborative responses
• Extensive experience acting as a nominated person or supervising solicitor;
• Extensive experience in complex advice and casework
• Extensive experience working in a community legal centre, or legal aid environment;
• Experience in working in tertiary education or clinical legal education and an ability to develop and deliver new classes and courses.

PRE-EMPLOYMENT CHECKS
• Verification of Qualifications
• Working with Children Check
• Criminal Record Check

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.