



## Position Description

### Indigenous Graduate Solicitor (Aboriginal Access) Kingsford Legal Centre, UNSW Law

*Position Number: 00062355  
Position Title: Indigenous Graduate  
Solicitor/Aboriginal Access  
Date Written: June 2018*

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

#### 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.

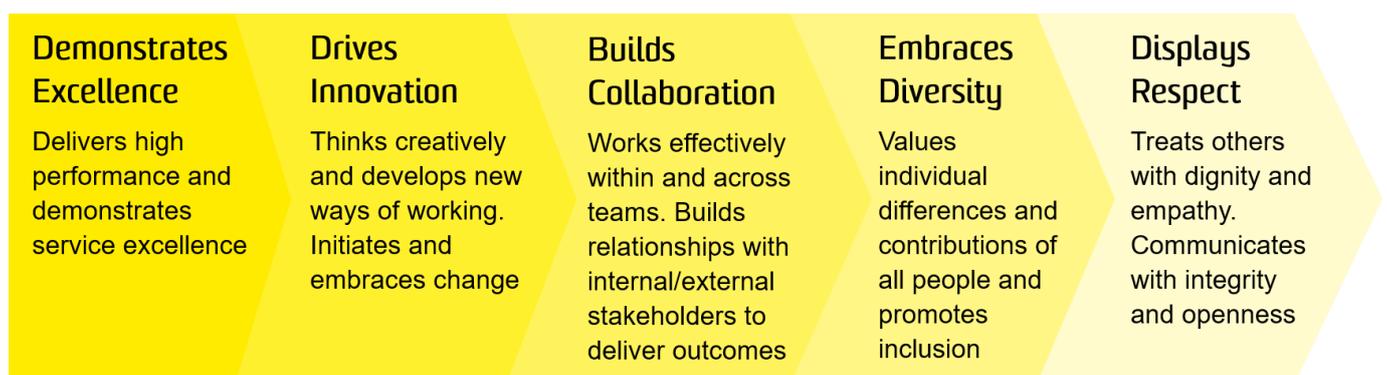
Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as ‘research intensive’ or ‘teaching intensive’. UNSW is proud to be an exemplar of both. We are amongst a limited 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.

#### 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 (level 6).



## OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

Ranked 16th 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. The Faculty's research is organised around a range of centres and disciplinary clusters.

Kingsford Legal Centre is a community legal centre which is part of the University of New South Wales' Faculty of Law. The Centre has two primary aims:

1. To provide legal advice and representation, law reform and community education to the local community; and
2. To educate law students at the University of New South Wales.

The Kingsford Legal Centre has over 120 clinical students per annum, plus 450 Lawyers, Ethics and Justice students and approximately 50 volunteer solicitors. A management committee made up of members of the Faculty, a member from the private profession, and a member from the community sector meets on a quarterly basis. The Centre has an annual budget of \$1,000,000.

This position involves working closely with our local Aboriginal community ensuring that they feel comfortable accessing our service and providing quality advice and casework to them, and KLC's general community, under the supervision of senior solicitors.

The role of Indigenous Graduate Solicitor/Aboriginal Access reports to the Director, and has no direct reports.

## RESPONSIBILITIES

Specific responsibilities for this role include:

- Provide employment, discrimination and generalist civil law advice and conduct casework under the supervision of the other lawyers employed at the Centre in accordance with the Centre's policies;
- Assist Aboriginal clients to access assistance from KLC and provide support to Aboriginal clients;
- Assist colleagues in the provision of an appropriate service to Aboriginal clients and maintain and help develop culturally sensitive access strategies and services for Aboriginal clients
- Develop, maintain and extend links between KLC and the Aboriginal community, organisations and service providers
- Advise and assist in the promotion of KLC to the Aboriginal community
- Supervise law students on community education or law reform projects
- Teach law students about engaging and working with Indigenous clients and communities through a class each semester
- Attend Quarterly meetings of CLCNSW and participate in the Aboriginal Advisory Group and fortnightly staff meetings
- Assist in the general day to day administration of the Centre and carry out such other duties as may reasonably be required by the Director of Kingsford Legal Centre
- 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.

## SELECTION CRITERIA

- Being an Aboriginal or Torres Strait Islander person - this is a genuine qualification under the Anti-discrimination Act Section 14D 1977
- Recently completed law degree and Practical Legal Training
- Admitted as a legal practitioner and eligible to hold an Australian Practising Certificate to practise as a solicitor in NSW
- Demonstrated ability to work effectively and sensitively with Aboriginal communities
- Demonstrated understanding of and commitment to social justice and community development
- Excellent oral and written communication skills including computer skills
- Demonstrated ability to work co-operatively in a multi-disciplinary team
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

## PRE-EMPLOYMENT CHECKS

- Verification of Qualifications

*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.*