



Make
it matter.

POSITION DESCRIPTION

Solicitor/Clinical Supervisor – Sexual Harassment Prevention (Education)

Position Level	6/7
Faculty/Division	Law & Justice
Position Number	ADMIN ONLY
Original document creation	May 2022

Position Summary

This position forms part of KLC's Sexual Harassment and Discrimination Clinic. The Solicitor/Clinical Sexual Harassment Prevention (Law Reform) will provide advice, casework and community legal education with a focus on sexual harassment and discrimination law. The position will work systemically through the Clinic to prevent sexual harassment through community legal education and to improve legal responses through law reform. This position will have a specific community legal education (CLE) focus.

The position will supervise advice nights and attend community outreaches and work into KLC's generalist practice. The position works closely with UNSW Law & Justice students teaching them in a best practice clinical legal education model.

The role of Solicitor/Clinical Supervisor reports to the Director and has legal supervision by the Senior Solicitor.

Accountabilities

Specific accountabilities for this role include:

Level 6

- Provide discrimination and employment legal advice and conduct casework in accordance with the Centre's policies and across the range of the Centre's advice and casework guidelines.

- Develop and deliver community legal education work, including developing CLE resources and delivering CLE to a wide range of audiences (including young people and at risk groups), with a focus on sexual harassment and discrimination;
- Deliver legal services across the Centre's work, including at community outreaches and KLC's Health Justice Partnership
- Deliver quality clinical legal education to UNSW Law & Justice students including: supervising student participation in advice and casework; undertaking student assessment; sharing the teaching of classes; and supervising and developing student projects.
- Contribute to the systemic work of the Centre in law reform, especially as it relates to sexual harassment and discrimination;
- Oversee the Centre's advice nights on a weekly basis as well as supervise the volunteers rostered.
- Participate in the promotion of the Clinic
- Assist in the general day to day administration of the Centre, including assisting other staff members during periods of leave.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- 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.

Level 7 (in addition to the above)

- Develop and deliver an extensive, innovative and broad ranging CLE program encompassing resources, workshops and activities in the area of Sexual Harassment and Discrimination that targets KLC's key groups;
- Conduct complex casework in line with Centre policies;
- Identify and implement new areas for prevention and systemic change across KLC's work with a focus on sexual harassment and discriminations;
- Supervise other staff members at the Centre in accordance with the Centre's risk management policies;
- 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;
- Collaborate on projects with clinical legal educators from other universities;

Skills and Experience

Level 6

- Eligible to practise as a solicitor New South Wales;
- An ability to provide legal advice and casework across KLC's practice and in sexual harassment, discrimination or employment law;
- An ability to deliver effective community legal education modules and resources with an emphasis on young people / at risk groups;
- An ability to identify systemic issues from client work and potential systemic responses

- Excellent oral and written communication skills including an ability to communicate effectively with people from diverse backgrounds;
- An ability to supervise students and volunteers, in accordance with risk management practices;
- An ability to provide legal assistance to disadvantaged clients, in a trauma informed way;
- 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 (in addition to the above):

- Extensive experience acting as a supervising solicitor;
- Extensive experience in complex advice and casework, in particular, in sexual harassment, discrimination and employment law matters;
- Extensive experience in developing and delivering effective community legal education programs with emphasis on young people and people who experience intersectional discrimination;
- 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
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Pre-Employment Checks

- Verification of Qualifications
- Working with Children Check
- Criminal Record Check
- Evidence of 2x doses of COVID-19 Vaccination as per NSW Public Health Orders
- Evidence of vaccination as required for a category A healthcare worker in NSW

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.