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POSITION DESCRIPTION

Solicitor/Clinical Supervisor

Position Level	6/7
Faculty/Division	Law & Justice
Position Number	ADMIN ONLY
Original document creation	January 2023

Position Summary

The Solicitor/Clinical Supervisor will provide advice, casework and community legal education in all areas of law relevant to our service, but with a focus on employment and discrimination law as part of our state-wide Employment Rights Legal Service. The position will work in collaboration with other community legal centre partners in the Employment Rights Legal Service and will target assistance to culturally and linguistically diverse clients and people who are experiencing financial disadvantage.

The position will supervise advice nights and attend community outreaches including our Health Justice Partnership at Prince of Wales Hospital. Due to the state wide nature of the Employment Rights Legal Service some travel may be required. This 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 no direct reports.

Applicants from culturally and linguistically diverse backgrounds and/or who speak a language other than English are strongly encouraged to apply.

Accountabilities

Specific accountabilities for this role include:

Level 6

- Provide 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, with a focus on employment and discrimination.
- Participate in the Centre's community outreaches, KLC's Health Justice Partnership and the Employment Rights Legal Service.

- Participate in delivering quality clinical legal education to UNSW Law & Justice students including by - supervising student participation in advice, casework; undertaking student assessment; sharing the teaching of classes; and supervising and developing student projects.
- Participate in law reform campaigns, including submission and report writing.
- Oversee the Centre's advice nights on a weekly basis as well as supervise the volunteers rostered.
- Develop and deliver community legal education workshops on all relevant areas of law, but with a focus on employment law, across all of KLC's programs.
- 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 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 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;
- Develop and plan the Centre's employment law-related community legal education program with reference to current community need.

Skills and Experience

Level 6

- Eligible to practise as a solicitor New South Wales.
- Demonstrated experience in providing legal advice and casework, particularly in employment law and/or discrimination law.
- Excellent oral and written communication skills including an ability to communicate effectively with people from diverse backgrounds.
- An ability to deliver community legal education in employment law to CALD communities.
- An ability to supervise students and 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 CALD communities.
- A demonstrated commitment to social justice and knowledge of the legal assistance sector and an ability to work collaboratively.
- 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.

Level 7 (in addition to the above):

- Extensive experience acting as a supervising solicitor;
- Extensive experience in complex advice and casework particularly in employment and discrimination law matters;
- Extensive experience in developing and delivering effective community legal education programs;
- Extensive experience in law reform and policy work;
- 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

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.