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POSITION DESCRIPTION

HJP Solicitor/Clinical Supervisor

Position Level

6/7

Faculty/Division

UNSW 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 areas of law relevant to our service and will work in a community development model. The role includes supervising evening advice sessions, outreaches and our Health Justice Partnership at Prince of Wales Hospital/Eastern Suburbs Mental Health Service. This position works closely with UNSW Sydney law students teaching them in a best practice clinical legal education model.

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

Accountabilities

Specific accountabilities for this role include:

Level 6

- 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.
- Participate in the Centre's community outreaches, with a focus on our Health Justice Partnership, and provide high quality legal services..
- 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.
- 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 and students rostered.

- Develop and deliver workshops on relevant areas of law, with a particular focus on the needs of health staff and Health Justice Partnership clients;
- Assist in the general day to day administration of the Centre, including assisting other staff members during periods of leave.
- Participate in and further the service goals of the Health Justice Partnership, including involvement in planning and development.
- 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, 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.
- Develop the Centre's community legal education program with reference to current community need.
- Develop the Health Justice Partnership, including the development of strategic relationships, service evaluation and opportunities for growth and funding.

Skills and Experience

Level 6

- Eligible to practise as a solicitor New South Wales.
- Demonstrated experience in providing legal advice and casework, particularly in areas relevant to Health Justice clients;
- Excellent oral and written communication skills including an ability to communicate effectively with people from diverse backgrounds.
- An ability to deliver community legal education to a wide range of audiences.
- 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.
- 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, 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 nominated person or supervising solicitor.
- Extensive experience in complex advice and casework, in particular, in areas relevant to the Health Justice Partnership.
- Extensive experiencing developing and delivering community legal education in a health setting.
- Extensive experience working in a community legal centre, or legal aid environment.
- Extensive experience in service development, planning and development of strategic relationships including funding.
- 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

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.