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## POSITION DESCRIPTION

# Solicitor/Clinical Supervisor – Family Law/Family Violence

Position Level	Level 6/7
Faculty/Division	Law
Position Number	00058928
Original document creation	October 2022

### Position Summary

The Solicitor/Clinical Supervisor will provide advice, casework and community legal education in areas of law relevant to our service with a focus on Family Law/Family Violence and will work in a community development model inclusive of staffing 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 Solicitor/Clinical Supervisor reports to the Principal Solicitor and has no direct reports.

### 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 Family Law/Family Violence;
- Participate in the Centre's community outreaches and its Health Justice Partnership
- Participate in delivering quality clinical legal education to UNSW Law students including by: assisting with the induction of students each session; supervising student participation in advice, casework and administrative duties; 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 as well as supervise the volunteers rostered;
- Develop and deliver workshops on Family Law/Family Violence for community workers, health staff, volunteer lawyers, other community legal centre lawyers and members of the local community;
- 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, 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 Family Law/Family Violence community legal education program with reference to current community need.

### **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 family and family violence law;
- An ability to deliver effective community legal education modules and resources
- 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 family and family violence law matters;
- Extensive experience in developing and delivering effective community legal education programs
- 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.