



***Purpose:** People in the community experiencing disadvantage are provided accessible legal and social justice services*

***Values:** Working Together | Adaptability | Compassion | Commitment | Diversity | Respect | Integrity | Fairness*

Principal Solicitor (Maternity Leave Position)

Position Information

Position:	Principal Solicitor
Duration:	Temporary – Maternity Leave Position
Hours of Work:	Full Time – 38 hours per week
Reporting To:	Director
Position Description Review Date:	Annually, or as required

Overview & Purpose of Position

The Centre's Principal Solicitor is supervised by and reports directly to the Centre's Director. The Principal Solicitor is the Centre's 'Responsible Person' and is responsible for supervising and leading the Centre's professional team to deliver quality legal services, in accordance with the Centre's strategic initiatives and operational matters determined by the Centre's Director.

The Principal Solicitor is also engaged to provide direct client and other services across all of the Centre's service programs, and in accordance with the Centre's strategic initiatives and operational matters determined by the Centre's Director. This includes the provision of:

- information and referrals
- legal advice and ongoing casework
- community education, awareness raising, networking, liaison and promotion
- law reform work; and
- other work functions/activities as required.

The Principal Solicitor is also required to assist and support the Centre's Director with Centre service development matters, and to otherwise work with the Centre's Senior Management Team to ensure the smooth running of the Centre.

Qualifications and Prerequisites

Bachelor degree in law, with relevant experience.

Admission as a solicitor enabling you to practice as a solicitor in Queensland.

Holder of unrestricted practicing certificate enabling unsupervised legal practice in Queensland.

Reporting and Accountability

The Centre's Principal Solicitor is supervised by and reports directly to the Centre's Director.

Qualities

To demonstrate the qualities that reflect the Centre's values.

Essential Knowledge, Skills, Abilities and Qualities

You are required to undertake a range of functions requiring you to:

- have a comprehensive knowledge of the requirements relevant to your discipline and work area
- exercise specialist knowledge, skills and expertise relevant to your work area
- provide expert advice and assistance relevant to your work area, including in relation to matters of complexity within your work area
- apply a high level of interpersonal skills
- apply a high level of time management and organizational skills
- set outcomes for your work area so as to achieve the Centre's objectives
- have a detailed knowledge of program activities and work practices relevant to your work area
- have a comprehensive knowledge of the Centre's policies and procedures
- have knowledge of the Centre's structures and functions
- appreciation of the long term goals of the Centre; and
- otherwise exercise knowledge, skills and experience characteristic of an employee at your level as required.

Duties of the position

Supervision and Team Leadership

Supervise and lead the Centre's professional team to achieve results that meet and are in accordance with the Centre's strategic initiatives and operational matters determined by the Centre's Director - including:

1. induction, training, co-ordination and supervision of professional staff and volunteers including to:
 - a. develop and maintain induction and training materials for professional staff and volunteers
 - b. ensure appropriate orientation is provided for new professional staff and volunteers
 - c. provide additional direction and guidance, where necessary for a period of time
 - d. assign and proactively co-ordinate work distribution among team members
 - e. explain how work is to be done and duties are to be performed
 - f. describe what level of performance will meet organisational expectations
 - g. monitor work of professional staff and volunteers, including daily checking of core datas, ensuring that cases open satisfy requisite eligibility criteria, and carrying out of regular case file reviews and professional supervision meetings
 - h. ensuring that legal and social work is otherwise carried out in accordance with program guidelines and Centre requirements
 - i. develop and implement work practices in order to meet professional indemnity insurance and other requirements
 - j. provide expert advice to professional staff and volunteers where required, including complex professional problem solving.
2. ongoing professional staff development including to:
 - a. provide regular feedback to professional team members; including in relation to technical and procedural matters, behavior and conduct
 - b. assess and determine training and development needs of each team member, subject to

- expenditure approval
 - c. develop and monitor progress in relation to staff workplans and carry out appraisals for professional staff, in conjunction with the Centre's Director
 - d. promptly report under performance of professional staff to the Centre's Director, and assist the Centre's Director in the performance management of professional workers as required.
3. dealing with requests for time off by professional staff including:
- a. approval of professional staff leave and time off in lieu, subject to availability and other Centre requirements, and co-ordinate this with the team to ensure coverage of work
 - b. monitoring and taking of necessary steps to manage professional staff's TOIL.
4. foster a collegiate, supportive and productive team environment, including to:
- a. monitor and facilitate a positive working environment
 - b. foster teamwork and co-operative behaviours
 - c. model and promote effective communication between professional staff and other workers
 - d. identify and resolve conflict involving professional staff as required
 - e. act as a role model for the Centre's organisational culture.

Risk management and compliance

- 5. Develop and maintain the Centre's precedents and legal resources, ensuring that they are adequate, current and up to date.
- 6. Ensure that other legal resources held by the Centre, including fact sheets, self help kits and other legal information brochures are adequate, current and up to date.
- 7. Implement the Centre's policies, procedures, guidelines, service standards and practices as they relate to the Centre's legal practice.
- 8. Monitor and identify risks relevant to the Centre's legal practice, and ensure that staff and volunteers understand their responsibilities and comply with the Centre policies, procedures, guidelines, service standards and practices as required in the provision of their work.
- 9. Immediately report to the Centre's Director any risks, incidents or non-compliance with legal or other requirements relating to the Centre's legal practice, as guided by the Centre's risk consequence matrix. Otherwise action risks, incidents or non-compliance of legal or other requirements relating to the Centre's legal practice, as guided by the Centre's risk consequence matrix.

Direct Client Services

Across all of the Centre's service programs as required, and in accordance with the Centre's strategic initiatives and operational matters determined by the Centre's Director, and as guided by the Centre's policies, procedures, guidelines, service standards and practices as they may exist from time to time:

- 10. Provide legal advice and ongoing casework services as required, together with information and referrals, including the:
 - a. provision of legal advice via weekly advice work clinics
 - b. carriage of ongoing casework matters including:
 - i. drafting and settling letters and other written communications

- ii. preparation and completion of forms, applications and other documents
- iii. effecting negotiations for and on behalf of clients including but not limited to liaison and negotiation with government agencies, non-government service providers, professionals and other stakeholders
- iv. undertaking other casework tasks aimed at the provision of ongoing legal services
- c. provision of information and referrals that seek to ensure that clients are provided with a holistic service, including to: establish and maintain an up to date knowledge of key referral points; identify key referral needs of clients, and link clients to those referral points.
- d. provision of the Centre's Duty Lawyer & Other Services as required
- e. provision of other direct client services as required from time to time.

Community Education, Awareness Raising and Law Reform Work

Across all of the Centre's service programs as required, and in accordance with the Centre's strategic initiatives and operational matters determined by the Centre's Director, and as guided by the Centre policies, procedures, guidelines, service standards and practices as they may exist from time to time:

11. Identify areas in which the Centre can:

- a. develop community education materials
- b. carry out and provide community education, awareness raising and related activities; and
- c. undertake law reform work.

12. Supervise and co-ordinate the Centre's professional team's provision of:

- a. community education, awareness raising and related activities including but not limited to allocation of requests for talks, radio interviews and other community education activities
- b. law reform work.

13. Supervise and co-ordinate the Centre's professional team's development of community education materials, and ensure that the content of community education and law reform work undertaken is legally accurate, does not contain defamatory material and is otherwise in accordance with Centre requirements.

14. Deliver and provide community education, awareness raising and related activities as required.

15. Undertake law reform work as required.

Networking, liaison and promotional work

16. Supervise and co-ordinate involvement of the Centre's professional staff in networks, promotional and other related activities as determined by the Centre's Director.

17. Otherwise assist and support the Centre's Director to establish, maintain, develop and strengthen the Centre's links with relevant networks and organisations; and undertake networking, liaison, promotional and related work, as required.

Service Matters

18. To have a comprehensive knowledge of the Centre's various policies, procedures, guidelines service standards and practices as they may exist from time to time, together with a good understanding of the Centre's long term goals.

19. To assist and support the Centre's Director with the implementation of Centre service

development matters and other initiatives as required, including but not limited to implementation of the Centre's Operational Plan.

20. To otherwise work co-operatively with the Centre's Senior Management Team to ensure the smooth running of the Centre.

Reporting, Meetings & Other General Matters

21. To assist and support the Centre's Director with reporting and related matters, including but not limited to:
 - a. collection of statistical and other service information as required, including to ensure that all core data are completed and submitted by professional staff and volunteers in accordance with Centre requirements
 - b. ensuring that monthly service reports are completed as required
 - c. co-ordination and collation of case studies to meet reporting and other requirements
 - d. other reporting as required.
22. Maintenance of the Centre's various rosters, booking spreadsheets and related materials.
23. Convening of regular professional staff meetings; and ensuring the retention of minutes of those meetings as required.
24. Attendance at other meetings including regular supervision meetings with Centre's Director, meetings of the Centre's Senior Management Team, staff and other meetings as required.
25. To undertake various other administrative tasks relevant to the position including computing, word processing/typing, filing, and photocopying.
26. Research.
27. To share internal housekeeping chores.
28. To comply with the policies, procedures and guidelines of the Centre, and as they may exist from time to time.
29. To undertake other duties as directed from time to time.