

***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*

**Supervising Solicitor**

**(Temporary – Maternity Leave Position)**

**Position Description**

**Position:** Supervising Solicitor

**Duration:** Temporary – Until 13 December 2019

**Hours of Work:** Full Time

**Reporting To:** Director | Acting Principal Solicitor

**Position Description Review Date:** As required

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**Overview & Purpose of Position**

The Centre’s Supervising Solicitor is supervised by and reports directly to the Centre’s Director | Acting Principal Solicitor. The Supervising Solicitor is appointed as the Centre’s ‘Nominated Person’ and is responsible for supervising the Centre’s professional team to deliver quality legal services in accordance with the Centre’s policies, procedures, guidelines and practices; and in line with the Centre’s strategic initiatives and operational matters determined by the Centre’s Director.

The Supervising 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 policies, procedures, guidelines and practices; and in line 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 Supervising Solicitor is also required to assist and support the Centre’s Director with Centre service development matters, and 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 Supervising Solicitor is supervised by and reports directly to the Centre’s Director | Acting Principal Solicitor.

**Qualities**

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

**Essential Knowledge, Skills and Abilities**

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

* have a comprehensive knowledge of Centre policies and procedures
* have supervision and management abilities exercised within a multi-disciplinary discipline
* have specialist knowledge gained through experience, training or education
* appreciation of the long term goals of the Centre
* have a detailed knowledge of program activities and work practices relevant to your work area
* have knowledge of the Centre’s structures and functions
* have a comprehensive knowledge of the requirements relevant to your discipline exercise
* apply a high level of interpersonal skills
* apply a high level of time management and organizational skills; and
* otherwise exercise knowledge, skills and experience characteristic of an employee at your level as required.

**Duties of the position**

*Supervision*

Supervise and co-ordinate 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. co-ordination, supervision, induction and training of professional staff and volunteers including to:
   1. develop and maintain induction and training materials for professional staff and volunteers
   2. ensure appropriate orientation is provided for new professional staff and volunteers
   3. provide additional direction and guidance, where necessary for a period of time
   4. assign and proactively co-ordinate work distribution among team members
   5. explain how work is to be done and duties are to be performed
   6. describe what level of performance will meet organisational expectations
   7. 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
   8. ensuring that legal and social work is otherwise carried out in accordance with program guidelines and Centre requirements
   9. develop and implement work practices in order to meet professional indemnity insurance and other requirements
   10. provide advice to professional staff and volunteers where required, including complex professional problem solving.
2. ongoing professional staff development including to:
   1. provide regular feedback to professional team members; including in relation to technical and procedural matters, behavior and conduct
   2. assess training and development needs of each team member, subject to requisite approvals
   3. monitor progress in relation to staff workplans, in conjunction with the Centre’s Director | APS
   4. promptly report under performance and/or conduct issues relating of professional staff or volunteers, to the Centre’s Director | APS, and assist the Centre’s Director | APS in the performance management and/or discipline of workers as required.
3. dealing with requests for time off by professional staff including:
   1. 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
   2. monitoring and taking of necessary steps to manage professional staff’s TOIL.
4. foster a collegiate, supportive and productive team environment, including to:
   1. monitor and facilitate a positive working environment
   2. foster teamwork and co-operative behaviours
   3. model and promote effective communication between professional staff and other workers
   4. identify and resolve conflict involving professional staff as required
   5. act as a role model for the Centre’s organisational culture.

*Risk management and compliance*

1. Assist the Centre’s Director | APS with the development of the Centre’s precedents and legal resources.
2. Ensure that the Centre’s precedents and legal resources as developed, are implemented, maintained and up to date.
3. 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.
4. Implement the Centre’s policies, procedures, guidelines, service standards and practices as they relate to the Centre’s legal practice.
5. Monitor 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.
6. Immediately report to the Centre’s Director | APS any risks, incidents or non-compliance with legal or other requirements relating to the Centre’s legal practice; and action risks, incidents or non-compliance of legal or other requirements relating to the Centre’s legal practice, as required.

*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:

1. Provide legal advice and ongoing casework services as required, together with information and referrals, including the:
2. provision of legal advice, including via clinics and other means as required
3. carriage of ongoing casework matters including:
   1. drafting and settling letters and other written communications
   2. preparation and completion of forms, applications and other documents
   3. 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
   4. undertaking other casework tasks aimed at the provision of ongoing legal services
4. 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.
5. provision of Duty Lawyer Services
6. provision of other direct client services as required.

*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:

1. Identify and report for the Director’s determination, areas in which the Centre can:
   1. develop community education materials
   2. carry out and provide community education, awareness raising and related activities
   3. undertake law reform work.
2. Co-ordinate and supervise the Centre’s professional team’s provision of community education and law reform work, as determined by the Centre’s Director, including the:
   1. development of community education materials, and ensuring that the content of community education materials is legally accurate, does not contain defamatory material and is otherwise in accordance with Centre requirements
   2. provision of community education, awareness raising and related activities including but not limited to allocation of requests for talks, radio interviews and other community education activities
   3. provision of law reform work, and ensure that all law reform work undertaken is legally accurate, does not contain defamatory material and is otherwise in accordance with Centre requirements.
3. Deliver and provide community education, awareness raising and related activities as required.
4. Undertake law reform work as required.

*Networking, liaison and promotional work*

1. Assist the Centre’s Director to co-ordinate involvement of the Centre’s professional staff in networks, promotional and other related activities as determined by the Centre’s Director; and supervise the involvement of professional staff in relation to those networks, promotional and related activities.
2. 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*

1. 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.
2. To assist and support the Centre’s Director with the implementation of Centre service development maters and other initiatives as required, including but not limited to implementation of the Centre’s Operational Plan.
3. To otherwise work co-operatively with the Centre’s Director, and where required the Centre’s Finance & Administration Manager, to ensure the smooth running of the Centre.

*Reporting, Meetings & Other General Matters*

1. To assist and support the Centre’s Director with reporting and related matters, including but not limited to:
   1. collection of statistical and other service information as required, including to ensure that all core datas are completed and submitted by professional staff and volunteers in accordance with Centre requirements
   2. ensuring that monthly service reports are completed as required
   3. co-ordination and collation of case studies to meet reporting and other requirements
   4. other reporting as required.
2. Maintenance of the Centre’s various rosters, booking spreadsheets and related materials.
3. Convening of regular professional staff meetings; and ensuring the retention of minutes of those meetings as required.
4. Attendance at other meetings including regular supervision meetings with Centre’s Director, Centre staff and other meetings as required.
5. To undertake various other administrative tasks relevant to the position including computing, word processing/typing, filing, and photocopying.
6. Research.
7. To share internal housekeeping chores.
8. To comply with the policies, procedures and guidelines of the Centre, and as they may exist from time to time.
9. To undertake other duties as directed from time to time.