



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

(12 Month Temporary Contract - with possible ongoing employment)

Position Information

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| Position: | Supervising Solicitor |
| Duration: | Temporary – 12 months |
| Hours of Work: | Full Time (38 hours per week) |
| Reporting To: | Principal Solicitor |
| Position Description Review Date: | Annually, or as required |

Overview & Purpose of Position

The Supervising Solicitor works under the general direction of Senior employees, and is supervised by and reports directly to the Centre's Principal Solicitor; with 3 core components to the role as follows:

Supervision

The Supervising Solicitor is appointed as the Centre's 'Nominated Person' and is engaged to assist the Centre's Principal Solicitor to supervise, guide and support professional staff, including to deliver quality 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.

Provision of Services

The Supervising Solicitor is also engaged to provide direct client and other services across each 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. 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.

Other Support

The Supervising Solicitor is also required to assist and support the Centre's Principal Solicitor with other matters as required; and to work co-operatively with Senior Staff to ensure that Centre service development and other matters are effected, risks are adequately managed and the smooth running

of the Centre is maintained.

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 Principal Solicitor.

Qualities

Must demonstrate conduct and behaviour that reflects 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, guidelines service standards and practices as they may exist from time to time
- 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

To undertake the following duties as required from time to time:

Supervision

Under general direction of the Centre's Senior employees, supervise, guide and support professional staff as required, including:

1. supervision, induction and training 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. explain how work is to be done and duties are to be performed
 - e. describe what level of performance will meet organisational expectations
 - f. monitor work of professional staff and volunteers, including checking of core data, ensuring that cases open satisfy requisite eligibility criteria, and carrying out of regular case file reviews and professional supervision meetings
 - g. ensure that client, community education, law reform and other work is otherwise carried out in accordance with program guidelines and Centre requirements
 - h. supervise work practices to ensure professional indemnity insurance and other requirements are met
 - i. provide guidance, support and advice to professional staff and volunteers, and in conjunction with the Centre's Principal Solicitor as required.

2. ongoing professional staff development including to:

- a. provide feedback to professional team members; including in relation to technical and procedural matters, behavior and conduct
- b. identify training and development needs of each team member, for approval by the Principal Solicitor approval
- c. monitor progress in relation to staff workplans, and action as required in conjunction with the Centre's Principal Solicitor
- d. promptly report under performance and/or conduct issues relating of professional staff or volunteers, to the Centre's Principal Solicitor, and assist with the performance management and/or discipline of workers as required.

3. 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 report conflict involving professional staff, and action this in conjunction with the Centre's Principal Solicitor as required
- e. act as a role model for the Centre's organisational culture.

Provision of Direct Client and Other Services

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

4. Provide legal advice and ongoing casework services as required, together with information and referrals, including the:

- a. provision of legal advice, including via clinics and other means as required
- 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 Duty Lawyer Services
- e. provision of other direct client services as required.

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

6. Undertake law reform work as required.

7. Undertake networking, liaison, promotional and related work, as required.

Other Support

To otherwise assist the Centre's Principal Solicitor as required, including to:

8. Identify and report to the Principal Solicitor, areas in which the Centre can:

- a. develop community education materials
 - b. carry out and provide community education, awareness raising and related activities
 - c. undertake law reform work
 - d. establish, maintain, develop and strengthen the Centre's links with relevant networks and organisations, as required.
- 9. Assist with the maintenance of the Centre's various rosters, booking spreadsheets and related materials, and to otherwise co-ordinate work allocations to Centre's professional staff; as required.
- 10. Develop and maintain the Centre's precedents and other legal resources, including fact sheets, self-help kits and other legal information brochures; including to ensure these are adequate, current and up to date.
- 11. Monitor risks relevant to the Centre's legal practice, and ensure that staff and volunteers understand their responsibilities and comply with Centre policies, procedures, guidelines, service standards and practices as required in the provision of their work.
- 12. Immediately report to the Centre's Principal Solicitor any risks, incidents or non-compliance with legal or other requirements relating to the Centre's legal practice; and to action risks, incidents or non-compliance of legal or other requirements relating to the Centre's legal practice.
- 13. To assist and support the Senior Management 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.
- 14. To otherwise work co-operatively with the Centre's Senior Staff, to ensure the smooth running of the Centre.

Reporting, Meetings & Other General Matters

- 15. To assist and support with reporting and related matters as required, 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. ensure 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.
- 16. Attendance at other meetings including regular supervision meetings with Centre's Principal Solicitor, Centre staff and other meetings as required.
- 17. To undertake various other administrative tasks relevant to the position including computing, word processing/typing, filing, and photocopying.
- 18. Research.
- 19. To share internal housekeeping chores.
- 20. To comply with the policies, procedures and guidelines of the Centre, and as they may exist from time to time.
- 21. To undertake other duties as directed from time to time.