

Position Description

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| Position Title | GLS Community Solicitor | Salary | Based on NT Social, Community, Home Care and Disability Services Industry Award Level 6 |
| Team | General Legal Service | Conditions | DCLS Enterprise Agreement 2012 |
| Reports to | Principal Solicitor | Direct reports | Nil |

About DCLS

Darwin Community Legal Services (DCLS) is located Larrakia country. We acknowledge the Larrakia people as the Traditional Owners of the Darwin region and we acknowledge Traditional Owners of lands and waters throughout the Northern Territory. We pay our respects to Elders past, present, and emerging.

DCLS is a free, confidential multi-disciplinary, community legal service which provides legal help, support, and advocacy to help people ensure their rights. Some of our services are focused on Darwin or the Top End, and some are Territory wide.

With over 60 volunteers contributing via after hours legal advice services and in other ways, over 25 staff and 30 years of operation, DCLS has a long history of being a striving collaboration for positive change.

Our legal help and support teams, which consist of the General Legal Team, Tenancy Advice Service and Seniors Rights and Advocacy Service, are located together enabling integrated client support.

In all we do, we work to empower our diverse communities to access to services and support.

DCLS is the only generalist legal community legal service in the NT, and we are actively pursuing opportunities to increase operations in areas of need.

We work to promote awareness and understanding and advocate and collaborate for change that promotes fairness and justice.

About this role

The GLS Community Solicitor position is based in the DCLS General Legal Services (GLS) team. GLS provides independent, impartial advice and advocacy assistance in general civil law matters in accordance with DCLS priorities. This includes social security, employment, credit and debt, NDIS, adult guardianship, and discrimination. GLS aims to be actively involved in community legal education and a leading contributor and collaborator in advancing rights and justice for and with marginalise people in the NT.

The GLS Community Solicitor role contributes to GLS assisting clients, undertaking community legal education, and collaborating for reform.

Key duties and responsibilities

Performing at a high standard of expertise, efficiency, and effectiveness reflective of Grade 6, key duties and responsibilities of this role include:

Legal assistance

- Provide legal advice, legal assistance, and legal representation to GLS clients
- Plan and manage client legal work including record keeping, work management, legal research, client liaison, logistical and collaborative tasks in accordance with DCLS policy and procedures.
- Maintain accurate client files and data entry.
- Draft material related to client matters with a high level of attention to detail.
- Contribute to the development of DCLS's Legal Practice, team members' skills and identifying wider service delivery issues arising from client work
- Other tasks as directed or approved by the Principal Solicitor from time to time

Community Legal Education

- Contribute to the development and support of community workers, other legal practitioners, networks and community through relevant activities and modes
- Develop and maintain resources for GLS community legal education
- Deliver GLS community legal education

Law Reform

- Assist in the development of and identify law reform opportunities based on evidence from practice, including through test cases, submissions, campaigning, and lobbying
- Undertake and contribute to research and logistics in relation to GLS law reform activities
- Contribute to GLS arrangements related to community participation including helping to liaise with key stakeholders, groups, and networks

Accountabilities

- Work to a legal professional standard of efficiency, accuracy, and responsiveness
- Comply with DCLS policies and procedures
- Work as a member of the team and assist in tasks shared by other staff
- Attend and participate in team, casework and/or staff meetings
- Report to the Principal Solicitor or as delegated by the Principal Solicitor

Values

We are a hard-working and passionate community organisation, and we seek staff who share our values and culture.

You will:

- Show initiative and be able to work autonomously and be a team player
- Be self-motivated and have a "can do" approach
- Be committed to ethical standards
- Be adaptable and flexible, and
- Have a passion for making a difference within the organisation and the wider community.

Selection criteria

Essential

1. Minimum 4 years practising experience in direct client legal work
2. Hold, or eligible to hold a Current NT Legal Practising Certificate
3. Willingness to facilitate and accept supervision and work diligently and collaboratively
4. Demonstrated commitment to social justice and human rights
5. Enthusiasm to contribute in the role as a member of the GLS team
6. Awareness and understanding of access and equity principles and inequalities, particularly in the Northern Territory context.
7. Demonstrated capacity to provide accessible and culturally sensitive legal advice to a wide variety of clients, in various areas of law.
8. Well-developed oral and written communication skills and the ability to present information clearly and concisely.
9. Demonstrated legal research skills relevant to undertaking legal practice
10. Strong time management skills and ability to prioritise competing demands
11. Well-developed interpersonal skills, including conflict resolution skills and the ability to work well within a team environment
12. Demonstrated ability to work independently, take initiative, accept responsibility, and meet deadlines and outcomes with quality output
13. A high level of attention to detail and the ability to work with an electronic records management system.
14. Willingness to travel away from Darwin for short periods.
15. Hold current NT Driver's License
16. Hold a current working with Children's Card (Ochre Card)
17. Hold a current national Police Clearance certificate

Desirable

1. Experience working in a community-based organisation
2. Experience in developing and delivering community education and training

Salary and other benefits

Current full-time salary of NT SCHCADS Level 6. DCLS pays above award wages and salary packaging is available. Superannuation per legislation, 6 week's annual leave and generous conditions as per DCLS Enterprise Agreement apply including flexible working and time in lieu. DCLS is an equal opportunity employer.