

# Job Description

## Assistant Principal Solicitor

Job Description Fields	Details
Service	General Solicitors
Classification	Full time (35 hours per week)
Grade/Year	Grade 5 / Year Subject to experience (Illawarra Legal Centre Enterprise Agreement 2016)
Date of Approval	27 May 2024
Organisation Website	<a href="http://www.illawarralegalcentre.org.au">www.illawarralegalcentre.org.au</a>

### Organisation overview

Illawarra Legal Centre Inc (ILC) exists to support vulnerable and disadvantaged people to access free legal services and to recognise their legal rights.

ILC's people are dedicated, driven, person focused and committed to the principles of social justice and human rights.

### Primary purpose of the role

The role of the AP oversees the generalist legal team, financial counsellors and tenant advocates, working closely with the Principal Solicitor, Coordinator and Finance Manager. They will be a "nominated person" under the CLC Risk Management Guide with responsibility for supervising the legal practice in the short-term absence of the Principal Solicitor.

The role is responsible for checking advice, opened and closed files, and other necessary administrative tasks. The role is also responsible for building the skills and capacity of the solicitors within the team. This position also conducts case conferences, and individual supervision sessions, monitors prescribed workloads, professional standards, centre policy and ensures casework guidelines are observed.

The AP provides community legal education and contributes to policy and law reform.

### Primary Responsibilities

- Provide supervision and direction for the legal practice, including staff supervision and skills development, caseload management, and the legal and other work of the practice.
- Ensure the legal practice complies with relevant legal, professional and insurance requirements.
- Implement ILC's obligations under its professional indemnity insurance scheme.
- In conjunction with Centre management, have responsibility for the recruitment, orientation, training and supervision of volunteers (excluding Board members).
- Manage service and staffing requirements including time sheets, leave management and project coverage
- Monitor legal service funding requirements to ensure the Centre's compliance with service target outputs and regulatory guidelines.

### Essential Criteria

1. Immediately eligible to hold an unrestricted practicing certificate issued by the Law Society of NSW.
2. Substantial post-admission experience in areas of law relevant to ILC.
3. Demonstrated legal practice management and staff supervision experience.
4. Self-management skills and ability to work to deadlines, with experience in data reporting, and demonstrated understanding of the importance of ensuring the Centre's ongoing compliance with regulatory, ethical, privacy and other relevant guidelines.
5. Excellent communication skills with strong attention to detail and a demonstrated ability to communicate effectively and respectfully with a diverse and varied client base both in writing and verbally
6. Experience of working with women who are experiencing or at risk of Family and Domestic Violence. Consistent with s.31 of the Anti-Discrimination Act 1977 (NSW), ILC considers that being a candidate who identifies as a woman is a valid selection criterion for appointment to the position.

## Role accountability - Internal

Who	Why
Coordinator	<ul style="list-style-type: none"> <li>The Coordinator oversees work practices of all employees of ILC.</li> </ul>
Principal Solicitor	<ul style="list-style-type: none"> <li>The Principal Solicitor oversees the legal practices of ILC.</li> </ul>

## External

Who	Why
Funding body	<ul style="list-style-type: none"> <li>To ensure service target outputs are met</li> </ul>
Legal Aid (Wollongong)	<ul style="list-style-type: none"> <li>To ensure strong working relationships and reduce service duplication</li> </ul>
Other stakeholders	<ul style="list-style-type: none"> <li>To maintain positive relationships which ensures positive client outcomes</li> </ul>

## About you

What	How	Skill level
<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>Keep up to date with best practice principles</li> <li>Look for and participate in opportunities to learn new skills and develop strengths</li> <li>Identify personal goals and work to achieve them</li> <li>Reflect on own work and performance</li> <li>Seek constructive feedback and guidance</li> <li>Demonstrate and maintain a high level of personal commitment to role</li> </ul>	High
<b>Effective Communication</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>Tailor communication to varying audiences</li> <li>Clearly provide information and advice to individuals and groups</li> <li>Support others to be heard, listen attentively and encourage them to express their views</li> <li>Share information across teams to support client needs</li> <li>Write fluently in plain English across a variety of documents including notes, letters, emails</li> </ul>	High
<b>Be client focussed</b> Provide person centred services in line with best practices, organisational policy and procedure	<ul style="list-style-type: none"> <li>Focus on providing clients with individual services to their unique situation</li> <li>Support a client-focused culture in the organisation</li> <li>Demonstrate a thorough knowledge of the services provided and relay this knowledge to clients</li> <li>Assess client situations and provide information on available options</li> <li>Advocate and negotiate on behalf of the client as instructed by the client</li> <li>Cooperate across work areas to improve outcomes for clients</li> </ul>	High
<b>Work Collaboratively</b> Collaborate with others and value their contribution	<ul style="list-style-type: none"> <li>Encourage a culture that recognises the value of collaboration across all roles</li> <li>Value and respect colleagues experience, ideas and respect individual views which differ from your own</li> <li>Support cooperation and reduce challenges to information sharing and communication across teams</li> <li>Identify opportunities to use the strengths of others and develop better processes and approaches to work</li> </ul>	High
<b>Influence and Negotiate</b> Gain commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> <li>Actively seek solutions to help clients solve problems and improve services.</li> <li>Influence others with a fair and considered approach obtaining a beneficial client outcome</li> </ul>	High

- Demonstrate Accountability**  
Be proactive and responsible for own actions, reflect on performance and work to improve
- Work towards mutually beneficial ‘win-win’ outcomes
  - Show sensitivity and understanding in resolving acute and complex conflicts and differences
  - Actively work to minimise conflict within the organisation
  - Be accountable and transparent with locations and times of work
  - Communicate absences from work or changes to plans as soon as practicable and with all relevant people
  - Ensure your actions are focused on achieving client and organisational outcomes
  - Plan and use annual leave focussing on self-care and in line with organisational budgets and other resources
  - Ensure training costs and other purchases are made seeking the best value for money and with sufficient time to minimise impact on organisational budget and other resources
  - Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others’ health and safety
  - Participate in supervision to support achieving goals, improve practice and continuous improvement
- High

Personal	Level
Be open and honest, prepared to express your views, hear differing views and willing to accept and commit to change	High
Be ethical and professional, and uphold and promote ILC values	High
Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	High
Achieve results through the efficient use of resources and a commitment to quality outcomes	High
Plan to achieve outcomes and respond flexibly to changing situations	High
Think, evaluate and consider all factors to develop practical solutions	High
Understand and use available technologies to work efficiently, complete data requirements	High
Undertake and complete all administration duties relevant to the role in line with specified timelines, policy and supervisor requirements	High

## About ILC and our benefits

- A clear commitment to providing a safe, welcoming workplace. We provide equal opportunities regardless of gender identity, ethnicity, sexual orientation, disability or age.
- A flexible work environment, including work from the office and home (after probationary period)
- 5 weeks annual leave, plus 17.5% leave loading
- Salary Sacrifice
- Additional week off over Christmas/ New Year, in addition to annual leave
- Generous personal leave entitlements
- Access to Employee Assistance Program
- Continued training and professional development opportunities

## Salary

- \$107671- \$125561 (plus 11% Super + 17.5% Leave loading)

- Up to \$16000 salary sacrifice

Applications should state the job role and be addressed to:

**Phillip Dicalfas**

**Principal Solicitor**

[pdicalfas@illawarralegalcentre.org.au](mailto:pdicalfas@illawarralegalcentre.org.au)

**Applications close 13 June 2024.**

**Applications must address the Essential criteria to be considered. Applications sent via the “apply now” button will not be reviewed.**

Successful applicants will be notified of interview times and method via email.

Unfortunately, unsuccessful applicants will not be contacted.