Financial Rights
LEGAL CENTRE

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SENIOR SOLICITOR

POSITION DESCRIPTION

GENERAL

The Senior Solicitor will conduct the duties outlined below within the framework of the aims, objectives, policies and procedures of Financial Rights Legal Centre (the Centre).

REPORTING RELATIONSHIP

The Senior Solicitor reports to the Director of Casework.

DIRECT REPORTS

The Senior solicitor is responsible for the direct line management of a small team of solicitors and financial counsellors.

DUTIES

1. Provide legal advice over the telephone in accordance with rostered duties and at other times as required.
2. Provide casework services including advising clients (in face-to-face interviews at the Centre and elsewhere; and in writing as required), negotiating, advocating, undertaking litigation and other related duties including complex litigation where applicable.
3. Comply with and participate in practice management strategies applicable to a solicitor admitted to practice in NSW under the supervision of the Director of Casework such as: professional file management, participating in casework meetings, updating casework records, participating in peer review processes such as crosschecking solicitor advice and reviewing correspondence in accordance with the Risk Management guide. Chair casework meetings as required when the Director of Casework is absent or otherwise unavailable.
4. The Senior Solicitor will proactively pursue and promote the Centre's specific goals and objectives as identified and allocated to staff members, sub-committees and/or teams at Planning Days, Staff Meetings and Policy and Strategy Meetings.

5. Lead, train, coach and mentor your team, including but not limited to: imparting knowledge, directing research, discussing and reviewing advice and casework, advising on suitable training opportunities, developing professionalism and strategic thinking, and managing risk, professional obligations and compliance with the Risk Management Guide. Be available to other staff in this role in accordance with any applicable roster.
6. Use the Centre's performance management system to effectively manage performance of your team and to define personal development plans.
7. Complete all people management activities as directed by the Management team and/or the Director of Casework including fostering teamwork and cooperation to achieve team goals, including the attainment of numeric targets and the provision of quality advice, casework, and education, and successful policy work.
8. Identify public interest issues and take a leading role in conducting public interest litigation.
9. Meet or exceed personal targets for information, provision, advice, casework and community education as allocated by the Director of Casework.
10. Participate in the policy work of the Centre including active participation in policy discussions at casework meetings, providing feedback to policy staff on the trends and issues arising in casework, writing or contributing to letters/submissions regarding policy issues and legislative reform, providing case studies, comment and/or feedback on policy positions, submissions, publications and other related activities (which may include attending consultations lobby government, regulatory bodies, industry representatives and others).
11. Resource financial counsellors and other intermediaries such as community workers; by conducting or co-presenting workshops, developing resources and giving telephone advice and assistance in relation to their casework.
12. Conduct/develop other legal education activities/resources such as workshops, forums, publications, website publications and use other media to better inform consumers and/or promote the Centre's policy objectives.
13. Provide comment on the accuracy and currency of the legal content of education materials and activities created and/or presented by other staff including the Centre website.
14. Develop networks with other consumer advocates and community lawyers to advance the interests of disadvantaged consumers.
15. Participate in regular training and professional development activities, including pursuing current & expert knowledge in credit, debt, banking and insurance law as applicable to the clients of the Centre, developing team management and leadership skills, and presenting to other staff on issues of professional interest as identified from time-to-time in team and/or staff meetings;
16. Attend staff meetings and participate in the general administration of the Centre as required, including participating in appropriate sub-committees.

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