

Solicitor

Position Description

General

The 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 solicitor reports to the Senior Solicitor appointed to head their team, referred to as “manager” in this position description.

Duties

1. Provide legal advice (telephone, email, face to face, other) 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;
3. Work with manager on casework, discuss strategies and appropriate next steps;
4. Participate in practice management strategies under the supervision of their manager 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;
5. Develop skills in identifying public interest issues and assist other legal staff to conduct public interest litigation.
6. Comply with professional and legal obligations as applicable to a solicitor admitted to practice in NSW;
7. Meet or exceed personal targets for information, provision, advice, casework and community education as allocated by the CEO;
8. Participate in the policy work of the Centre including active participation in regular policy and strategy meetings, providing feedback to their manager and policy staff on the trends and issues arising in casework, writing or contributing to letters/submissions regarding policy issues and legislative reform, providing comment and feedback on policy positions, submissions, publications and other related activities.
9. Attend consultations; sit on working parties dealing with regulatory issues; negotiate with/ lobby government, regulatory bodies, industry representatives and others;

10. 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;
11. 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;
12. Proactively pursue 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, by the strategic use of any or all of the following activities as appropriate: advice, information and education provision, resource development, litigation, research, letter/submission writing, media comment and other policy/advocacy work.
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. Promote the Centre's services using a range of strategies;
16. 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, and presenting to other staff on issues of professional interest as identified from time-to-time in team and/or staff meetings;
17. Assist in the training of staff and volunteers as required;
18. Attend staff meetings and participate in the general administration of the Centre as required, including participating in appropriate sub-committees.

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