

Managing Solicitor

Reports to	Legal Practice Manager
Direct Reports	Solicitors, Paralegals, Advocates, Triage/Intake, Secondees, Volunteers
Classification	Level 7 Social, Community, Home Care and Disability Services Industry Award 2010.
Hours	37.5 hours week

Organisation Overview

Circle Green Community Legal is a community legal centre providing employment, migration, tenancy and family and domestic violence legal advice, further assistance, representation, advocacy, community legal education, referrals, outreach, and support.

Circle Green Community Legal services include a state-wide telephone service, face to face client interviews, casework, clinics and outreach legal advice, education sessions, legal resources, law reform submissions, and collaborative partnerships with legal and non-legal organisations.

Position Objective

Responsible for managing the legal team within the employment law area and provides support to Legal Practice Manager to oversee the management requirements of the organisation.

Responsibilities

Legal Practice

- Supervise and manage the employment law legal practice and liaise and report to the Legal Practice Manager.
- Supervise, support and mentor the legal practice staff and liaise in their practice ensuring information, advice and casework services provided are accurate, high quality, appropriate, efficient, and effective.
- Supervise all outreach services.
- Manage and supervise solicitors, paralegals, advocates, secondees, and volunteers' work and out of hours clinic.
- Manage, supervise, and provide legal advice, case work, representation, education, information, and referrals.
- Review triage, new client assessment, monitor client intake process and allocate files to solicitors.
- Provide regular reports to the Executive Team regarding caseloads and matter types.
- Ensure compliance with professional indemnity obligations.

Strategic Legal Review and Advocacy

- Ensure appropriate implementation of and compliance with guidelines and policies.
- Identify future legal needs of clients and potential clients.

- Monitor legislative changes and develop strategies to respond to those legislative changes.
- In conjunction with the Executive Team review service delivery models and recommend changes to meet client needs.
- Monitor and report on compliance with all funding requirements in conjunctions with the Legal Practice Manager.
- Engage in appropriate networks to represent the best interests of Circle Green Community Legal and its clients.
- Develop strategies to participate in and respond to law reform and policy change.
- Liaise with Community Legal Centres and other organisations providing complementary services.

Community Legal Education

- Oversee the development and promotion of community legal education initiatives in area of law.
- Manage and contribute to the development of specialised legal resources.

Team Responsibilities

- Implement Circle Green Community Legal's policies and procedures and act in accordance with the organisation's mission and values.
- Manage Circle Green Community Legal's team meetings and planning and review activities for area of law.
- Carry out other duties, consistent with the role, as directed by the Legal Practice Manager.

Selection Criteria

Credentials

- Admitted to practice law in Western Australia and eligible for a practice certificate.
- More than 5 years post admission experience, specialising in employment law.

Experience

- Demonstrated ability and substantial experience in providing and supervising legal advice, further assistance, and representation.
- Demonstrated capacity to undertake test case litigation including instructing solicitor role.
- Demonstrated ability to manage a diverse team of paid and volunteer workers.
- Understanding of and sensitivity to people from diverse cultural, socio economic and linguistic backgrounds.
- A demonstrated commitment to human rights and social justice issues.

Knowledge and Skills

- Ability to lead a legal practice, including awareness of relevant professional practice requirements.
- Excellent communication and interpersonal skills.
- Ability to work innovatively in a dynamic environment.

Desirable

- Experience in law reform activities.
- Experience managing pro bono and key stakeholder relationships.