

IARC SOLICITOR

The Immigration Advice and Rights Centre (IARC) IARC helps vulnerable people navigate Australian migration law.

We seek a Solicitor/Registered Migration Agent who shares our passion for our work and wants to contribute.

The Immigration Advice and Rights Centre's vision is for an Australian immigration system that is just and equitable. We work strategically to improve the quality and fairness of vulnerable migrants' experiences and outcomes throughout the Australian immigration system.

We assist people seeking asylum, refugees and vulnerable migrants through the provision of free legal information, advice, casework, community legal education (including education and training) and law reform and policy advocacy. IARC routinely collaborates with other organizations in the legal and social justice/human rights sector on individual matters and on systemic issues.

We are a for-purpose, independent, non-government organisation, state-wide specialist Community Legal Centre (CLC) with over 30 years' experience in migration law and policy.

You will be working with a small, passionate team in a new office, with cloud-based IT located in the Sydney CBD. Your role be focussed on advising vulnerable clients on their migration options, routinely using interpreters. A significant part of our practice is advising in family violence, so you will be sensitive to the issues for survivors of family violence as well as advising on family and humanitarian visas and citizenship. We regularly do outreach across the state of NSW.

This is a fulltime position on a 12 month contract, extension subject to funding. Salary is SCHCADS level 5 and salary packing is available.

Does the position sound like you?

Contact Ali Mojtahedi, Principal Solicitor, on (02) 8234 0700 to have a chat about the role.

Apply by sending your cv and a document addressing the selection criteria (at 7. *Knowledge, Skills and Experience* of the job description) to projectofficer@iarc.asn.au

Applications close 19 March 2018 midnight.

Job Description

Position: Solicitor
Accountable to: Principal Solicitor

1. Purpose of the Position

Provide legal advice and casework.

2. Organisational Environment

IARC

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We are a for-purpose, independent, non-government organisation, specialist Community Legal Centre (CLC) with over 30 years' experience in migration law and policy. All of our solicitors are Registered Migration Agents. We operate a trauma informed, culturally sensitive practice. All our solicitors/migration agents have specialized skills in immigration law, domestic violence, torture and trauma, and cultural competence, working with culturally and linguistically diverse clients. We routinely work with people who may be homeless; are victims of domestic violence; have suffered torture and trauma, have special needs or suffer gender discrimination. IARC is the only state wide specialist community legal centre that provides legal assistance to women (and their children) and increasingly, LGBTIQ people, on partner visas where there is domestic and family violence.

3. Major Accountabilities

- Provide face to face and telephone advice and supervise front counter volunteers who provide first point of contact in accordance with rostered duties and at other times as required;
- Undertake legal casework, including taking instructions, legal research, assessment, providing advice, representation and general advocacy to achieve positive outcomes for IARC's clients;
- Contribute to the identification of legal strategies and test cases suitable for effective legal intervention to achieve public interest outcomes;
- Research and develop policy positions related to the work of IARC's legal practice to provide a basis for advocacy;
- Participate in the delivery of IARC's advocacy training and community legal education program;
- Represent IARC and IARC's point of view at conferences and other for a to promote awareness of IARC's work and current public policy positions

- Provide regular reports to the Centre Director and Principal Solicitor to ensure the IARC Management Committee and management have sufficient information to understand and properly assess the progress of the IARC's work.

4. Key Communications

Internally

The Solicitor works closely with the other members of legal team and attends weekly legal casework meetings. The Solicitor also works with volunteers at the centre who assist with the work of the legal practice. The Solicitor discusses any issues that arise day to day with the Principal Solicitor.

Externally

The Solicitor regularly meets with legal clients to take instruction. The position deals with the staff of the Department of Home Affairs and Tribunal Staff in relation to particular matters.

The Solicitor works with case workers, support workers and staff in the legal assistance sector to facilitate the provision of legal advice and support services for clients

The Solicitor maintains relationships and partnerships with key community and government stakeholders to exchange information and views, to exert influence and to raise community awareness of issues faced by IARC's clients.

5. Decision Making

The Solicitor exercises initiative and judgement and manages their own workload. The position is responsible for the day-to-day management of their client files including drafting correspondence to clients, the Department of Home Affairs and the Tribunal, in accordance with Legal Practice Manual and the *Legal Profession Act*.

Strategic decisions about the direction of client matters and advice to clients are discussed with the Principal Solicitor, as are ethical and professional issues such as conflicts of interest and complaints. Decisions about what client matters are taken on by IARC and decisions with financial implications are also referred to the Principal Solicitor.

Decisions about what policy work should undertaken and what submissions or reports should be drafted are discussed with the Principal Solicitor and the Centre Director. The Solicitor will refer to the Principal Solicitor and Centre Director any decisions relating to public policy and comment, including reporting to funding bodies, or any other issue that may impact on IARC's priorities, direction and reputation.

6. Key Challenges

- Managing the emotional impact of working vulnerable clients.
- Managing workload given the demand for legal advice and the limited resources available to provide assistance.

7. Knowledge, Skills and Experience

1. Holds or is eligible for an unrestricted practicing certificate in NSW and be registered as a migration agent with three years legal experience and at least two years' experience in practicing immigration law;
2. Demonstrated understanding of legislative and law reform processes;
3. Well-developed interpersonal skills and the capacity to develop formal and informal relationships and networks in order to engage and build rapport with clients and stakeholders;
4. Writing skills for the drafting of legal correspondence, and to prepare reports and other publications;
5. Capacity to deliver Community Legal Education
6. Demonstrated understanding of issues facing socially and economically disadvantaged people and of public interest concepts;
7. Experience in working cooperatively as part of a team.