



ARTS LAW CENTRE OF AUSTRALIA

JOB DESCRIPTION

POSITION: SENIOR SOLICITOR

RESPONSIBLE TO: Chief Executive Officer and Director National Partnerships and Programs or their delegate

SALARY RANGE: \$88,612 - \$99,797 per annum (+ salary packaging + superannuation)

STATEMENT OF DUTIES

Prerequisites

- Hold, or be eligible to hold, a current unrestricted practicing certificate in NSW;
- Experience in intellectual property law, including copyright and contracts/commercial law.
- Availability to travel.

1. Legal Practice

Co-supervise the legal practice of Arts Law includes the following:

1.1 Advisory

Deliver and supervise Arts Law's legal advice service including the provision of legal advice to individual artists and arts organisations with arts related legal problems. This includes assisting with the delivery of the Artists in the Black service for Indigenous artists and overseeing legal advices provided by volunteer lawyers.

Supervise Arts Law's external legal advice program for subscribers, utilizing both Arts Law's lawyers and volunteer lawyers on our national pro bono panel.

Supervise junior legal staff in their advice to clients.

Ensure Arts Law's legal practice complies with National Association of Community Legal Centre's (NACLC) Risk Management Guide and report to CEO.

1.2 Referrals

Supervise the referral of matters to Arts Law's national panel of referral lawyers, mediators and other professionals and pursue opportunities to develop relationships with them, in collaboration with the CEO.

1.3 Alternative Dispute Resolution

Supervise Arts Law's Alternative Dispute Resolution (ADR) service including maintaining panel of mediators and experts, and monitoring the effectiveness of the ADR service.

2. Education and professional development

Prepare and give lectures, seminars and workshops to creators, tertiary students, arts workers, Indigenous artists and other stakeholders in areas of law relevant to practicing artists and arts organisations, including contracts, copyright, defamation, employment, governance and business structures.

Delivery includes interstate, regional and remote travel.

3. Publications and website

Prepare material for publication in Arts Law's information sheets, checklists and guides, eBooks, and on the 2 websites maintained by Arts Law.

Develop new, and maintain current contract templates for use by Australia's creative communities, with the assistance of Arts Law's legal staff and pro bono lawyers .

4. Advocacy on Law and Policy Reform

Contribute to the law and policy reform work of Arts Law, including participation in the Arts Law's advocacy committee and the development of an advocacy plan.

Prepare submissions and participate in other law and policy reform strategies as directed by the CEO.

5. Volunteers

Supervise (from time to time) volunteer lawyers on the volunteer lawyer panel, day-time volunteers (lawyers) and interns including recruitment process.

6. Community Legal Centre liaison

Contribute to Arts Law's compliance with the NACLC's Professional Indemnity Scheme including participating in annual crosscheck at the nomination of the CEO.

7. Administration and other duties

Do your own administration (including file notes, use of Salesforce, Microsoft Office and Outlook calendar) and attend Board and staff meetings as required. Carry out other duties as may reasonably be required by the CEO.

SELECTION CRITERIA

SENIOR SOLICITOR

Essential

1. Hold or be eligible to hold an unrestricted practising certificate in New South Wales.
2. 5+ years post-admission experience in intellectual property (copyright) and contracts/commercial law.
3. Well-developed management and organisational skills including demonstrated experience in managing a small legal team.
4. Demonstrated experience in providing practical legal advice on the legal problems faced by creators and arts organisations.
5. Excellent verbal and written communication skills, in particular, the ability to explain complex legal issues to individuals and groups with a predominantly non-legal background.
6. Experience in commercial law including legal drafting.
7. Experience in policy and law reform work and an awareness of law reform issues relevant to artists' professional and creative activities.
8. Proficiency on a windows platform and skills and experience using a range of software packages including Microsoft Office.
9. Demonstrated ability to work effectively in a small office team.
10. Ability to travel nationally on a regular basis.

Desirable

1. Experience in community-based organisations or arts organisations.
2. Experience in working with people from Indigenous backgrounds.
3. Experience in providing tertiary or community legal education.
4. Experience in wills and estates law.